Notified in Army Orders
for May, 1928
(Crown Copyright Reserved)

The King's Regulations for the Army and the Army Reserve

1928

LONDON:
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.
To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:
Adastral House, Kingsway, London, W.C.2; 120, George Street, Edinburgh;
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff;
15, Donegall Square West, Belfast;
or through any Bookseller.

1928

Price 1s. 9d. Net.

Paras.

2. INSPECTIONS, ADVISORY VISITS, &c.—
General Instructions 87–93
Inspection of a Unit 94–103

SECTION III.—THE STAFF

1. ORGANIZATION 104
2. APPOINTMENTS 105–110
3. DUTIES IN COMMANDS AND GARRISONS AT HOME AND ABROAD, EXCLUDING INDIA—
General Instructions 111–114
The General Staff Branch 115, 116
The Adjutant-General's and Quartermaster-General's Branches 117, 118
Officer i/c Administration 119–125
Powers in relation to losses, deterioration, &c. 126–128
Requisitions of Emergency 129

SECTION IV.—SERVICES AND DEPARTMENTS

1. THE WAR OFFICE 130
2. COMMANDS AND GARRISONS AT HOME AND ABROAD, EXCLUDING INDIA—
General Instructions 131, 132
Duties of the R.A.S.C. 133
Duties of the R.A.M.C., and of the A.D. Corps 134, 135
Duties of the R.A.O.C. 136, 137
Veterinary Duties 138
Pay Duties 139
Duties of the R.A.Ch.D. 140

SECTION V.—OFFICERS—APPOINTMENTS, PROMOTION, PRECEDENCE, POSTING, EXCHANGE, TRANSFER, CONFIDENTIAL REPORTS AND RETIREMENT

1. APPOINTMENTS—
General Instructions 141, 142
First Appointments 143–147
Special Appointments 148, 149
Adjutant and Assistant Adjutant of Regular Forces .. 150–152
Adjutants, other than those of the Regular Forces .. 153–158
Personal and other Appointments 159–161
2. PROMOTION—
General Instructions 162–166
Accelerated Promotion 167, 168
Brevet Promotion 169

Paras.

3. COMMAND, RANK AND PRECEDENCE—
General Instructions 170, 171
Command 172–181
Rank and Precedence 182–192

4. POSTING, EXCHANGE AND TRANSFER—
Posting.. 193
Re-posting after six years' service 194, 195
Posting to Depots 196–200
Exchange and Transfer 201–208
Temporary employment with R.A.S.C. abroad 209

5. CONFIDENTIAL REPORTS 210–214

6. HALF-PAY, RETIREMENT AND RESIGNATION 215–221

SECTION VI—SOLDIERS—SERVICE, PRECEDENCE, PROMOTION, EMPLOYMENT, TRANSFER AND DISCHARGE; ARMY RESERVE REGULATIONS

1. SERVICE—
Conditions of extension, &c. 222
Extension of Service of Soldiers serving on Special Short Service Engagements 223
Extension of Service to complete periods of less than 12 years with the Colours 224
Extension of Service to complete 12 years with the Colours 225–229
Special Short Extensions 230
Re-engagement 231–235
Continuance in the Service beyond 21 years 236–245
Reckoning Service towards Limited Engagement .. 246, 247
Reckoning Former Service, and Restoration of Forfeited Service 248
Boys 249–254

2. RANKS AND APPOINTMENTS, PRECEDENCE, PROMOTION AND EMPLOYMENT—
Ranks and Appointments 255
Precedence of Warrant Officers, N.C.Os. and men .. 256–259
Promotion up to and including the rank of Warrant Officer, Class I.. 260–265
Promotion up to and including the rank of Warrant Officer, Class II 266–271
Resignations of rank and Resignations and Removals from appointments 272–276
Armourer Section, R.A.O.C. 277–281
Armament Artificer Section, R.A.O.C. 282–289
Employment of Soldiers under Colonial Governments .. 290, 291

3. TRANSFER TO OTHER CORPS—
General Instructions 292–302
Qualifications for Transfer 303

Paras.

4. REPOSTING 304, 305

5. MARRIED SOLDIERS 306–314

6. REGULAR ESTABLISHMENT OF DEPOTS AND PERMANENT STAFF OF THE TERRITORIAL ARMY AND SUPPLEMENTARY RESERVE—

General Conditions 315–319
Conditions affecting the Appointment of Soldiers to the Establishment of Depots 320–331
Conditions affecting the Permanent Staff of the T.A., Supplementary Reserve and O.T.C. 332–337

7. TRANSFER TO THE ARMY RESERVE AND DISCHARGE FROM THE COLOURS—

General Instructions 338–366
Definitions 367, 368
Causes, Competent Officers and Procedure regarding Transfer to the Reserve 369
Causes, Competent Officers and Procedure regarding Discharge 370–372
Discharge by Purchase 373–377
Instructions as to Invaliding 378–385
Disposal of Soldier on Transfer to the Reserve or Discharge 386–391
Certificates on Transfer to the Reserve or Discharge .. 392–410
Civil Employment 411–414

8. REGULATIONS FOR THE ARMY RESERVE, CLASS I (EXCEPT SUPPLEMENTARY RESERVE)—

Composition, Liability to Service, &c. 415–436
Instructions as to Promotion, Transfer, &c. 437–440
Command and Discipline 441–470
Pay, Allowances, Rewards and Pensions 471–486
Return to the Colours.. 487–489
Discharge from the Army Reserve 490–499

SECTION VII.—DISCIPLINE, COURTS-MARTIAL, MILITARY PRISONS AND DETENTION BARRACKS, COURTS OF INQUIRY

1. DISCIPLINE—

Responsibilities of Officers and Other Ranks 500–507
Redress of Grievances 508
Acquaintance with portions of Army Act 509
Praise or Censure of Superiors, Testimonials, &c... .. 510, 511
Interviews at the War Office 512
Character and Conduct of Officers, &c. 513–515
Business Appointments, &c. 516

Paras.

SECTION VII.—*contd.*

1. DISCIPLINE.—*contd.*

Political and Non-Military Activities	517–520
Communication of Military Information	521–525
General	526–532
Arrest and Military Custody	533–541
Investigation of Charges	542–554
Summary and Minor Punishments	555–562
Powers of Commanders	563–568
Punishment Drill	569
Offences causing Admission to Hospital	570, 571
Charges by Civil Power	572, 573
Drunkenness	574–580
Desertion and Absence without Leave	581–589
Deserters, &c., notified by Civil Power—Escorts	590–597
Offences against Enlistment	598–607
Dispensation from Trial	608–613
Procedure in Scotland	614

2. COURTS-MARTIAL—

General Instructions	615–623
Stoppages awarded by Court-Martial	624–629
Responsibilities of Officers convening Courts-Martial	630–641
Composition and procedure of Courts-Martial	642–651
Sentences of Courts-Martial	652–658
Confirmation and Promulgation of Proceedings	659–672
General Courts-Martial—Royal Marines	673

3. DISPOSAL OF MILITARY CONVICTS AND PERSONS UNDER SENTENCE—

General Instructions	674, 675
Military Convict	676–679
Soldier under Sentence	680–690
Removal of Soldier under Sentence	691–703
Remission of Sentence	704
Release from Prison or Detention Barrack	705–708
Escorts	709–713
Calculation of Expiration of Sentence	714

4. MILITARY PRISONS, DETENTION BARRACKS, AND BARRACK DETENTION ROOMS—

General Instructions	715–728
Garrison Police; War Department Constabulary	729, 730
Regimental Provost-Serjeants	731, 732

5. COURTS OF INQUIRY, COMMITTEES AND BOARDS—

Composition and Duties	733–736
Losses of Stores, Animals and Cash	737–739
Explosions, Accidents and Injuries	740, 741
Illegal Absence	742
Prisoners of War	743

SECTION VIII.—TRAINING AND EDUCATION

Paras.

1. MILITARY TRAINING—

Standards of Professional Efficiency 744–751
Recruits 752–756
Educational Training 757–760
Defence Electric Lights 761
Physical Training Instructors 762–765
Assistant Instructors in Gunnery 766
Experimental Establishments 767
Signalling 768, 769
Sketching and Reconnaissance 770, 771
Swimming 772–774
Instruction as Chiropodist 775
Instruction in Hygiene and Sanitation, and in the use of First Field Dressing 776
Training of Stretcher Bearers 777–780
Riding Classes for Officers 781, 782

2. EDUCATIONAL ESTABLISHMENTS AND COURSES OF INSTRUCTION—

General Instructions 783–792
Royal Military Academy and Royal Military College .. 793
The Staff Colleges 794–804
The Military College of Science 805–807
R.A.O.C. School of Instruction 808–810
Royal Army Service Corps Training College 811
Army School of Cookery 812
Royal Tank Corps Central Schools 813
The Equitation School, Weedon 814–817
School of Electric Lighting 818
School of Artillery 819
Coast Artillery School 820
Gunnery Staff Course 821, 822
School of Anti-Aircraft Defence 823
Army School of Physical Training 824
Army School of Education 825
Army Vocational Training Centres 826
Royal Army Medical College 827
R.A.M.C. Training Establishment 828
The Army School of Hygiene, Aldershot 829
The A.D. Corps School of Instruction, Aldershot 830
The School of Military Engineering 831
Boys Technical School 832
Senior Officers School 833–835
Royal Military School of Music, Kneller Hall .. 836
Small Arms School 837–841
School of Signals 842
Chemical Warfare School 843
Royal Army Veterinary School 844
School of Farriery 845

3. OFFICERS' LIBRARIES .. .. 846–[illegible]

Paras.

4. EXAMINATION OF OFFICERS FOR PROMOTION—
General Instructions S50–S61
Boards of Examination S62, S63
Examination of a Major, R.A.M.C., for Promotion to Lieutenant-Colonel S64, S65
Examination of a Major, R.A.V.C., for Promotion to Lieutenant-Colonel S66–S68
Examination of Sister, Q.A.I.M.N.S., for Promotion to Matron S69

5. EXAMINATION OF NON-COMMISSIONED OFFICERS FOR PROMOTION S70, S71

6. MISCELLANEOUS—
Study of Foreign Languages S72
Shorthand S73
Army Children's Schools S74

SECTION IX.—CEREMONIAL

1. PRECEDENCE—
Precedence of Corps, &c. S75, S76
Relative Ranks in Army, Navy, R.A.F., &c. S77–S82

2. STANDARDS AND COLOURS S83–S87

3. HONOURS AND SALUTES—
General Instructions S88–901
Official Visits 902, 903
Presentation at a Foreign Court 904
Guards of Honour 905, 906
Guards and Sentries 907–913
Flag Stations, and Flags to be flown 914
Saluting Stations 915
Artillery Salutes 916–928
Flags in Vessels and Boats 929–932
Salutes in Boats 933
Military and other Funerals 934–943

SECTION X.—DRESS, CLOTHING, EQUIPMENT, MEDALS AND DECORATIONS

1. DRESS, CLOTHING AND EQUIPMENT—
General Instructions 944–956
Officers 957–964
Horse Furniture—Officers 965
Soldiers 966–971
Equipment 972–975
Small Arm Ammunition 976–983

2. REWARDS IN THE FIELD 984

Paras.

3. MEDALS AND DECORATIONS—

Grant and Disposal of Medals 985–993
Wearing of Ribbons 994
V.C., D.C.M., M.M., and M.S.M. 995–997
Good Conduct Medal 998–1004
Acceptance and Wearing of Non-Military Medals granted for Acts of Gallantry 1005, 1006
Foreign Orders and Medals 1007
Loss and Replacement of British Orders, Medals, &c. .. 1008–1011
Forfeiture and Restoration of Medals 1012–1014
Medals of Soldiers discharged as Lunatics and of Deceased Officers and Soldiers 1015, 1016

SECTION XI.—MOVEMENT OF TROOPS, HORSES, BAGGAGE AND STORES, DURING PEACE

1. AT HOME—

General Instructions 1017–1024
Routes 1025–1040
Travelling Warrants 1041–1048
Marches 1049–1051
Billets 1052–1054
Railways—General Instructions 1055–1059
Entrainment of Personnel 1060–1065
,, Animals 1066–1068
,, Guns and Vehicles 1069–1073
Cross Channel Routes 1074
Conveyance by Air 1075
Conveyance of Baggage and W.D. Stores 1076–1082

2. MOVEMENTS BY SEA—

General Instructions 1083–1146
Outward Passages 1147–1159
Homeward Passages and Passages between Stations Abroad 1160–1186

SECTION XII.—GENERAL DUTIES

1. GENERAL—

Responsibility for Public Money and Stores 1187–1192
Organization of Companies, &c. 1193–1195
Soldier's Service and Pay Book 1196–1200
Kits and Private Property of Soldiers 1201–1204

2. GARRISON AND REGIMENTAL DUTIES—

Roster of Duties 1205–1216
Daily Duties 1217–1223
Guards, Piquets and Police 1224–1237
Duties in aid of the Civil Power 1238–1257
Working and Fatigue Parties 1258–1264

Paras.

3. DUTIES IN REGARD TO BARRACKS—

General Instructions 1265–1272
Regimental Inspections 1273
Royal Engineer Inspections 1274, 1275
Royal Army Service Corps Inspections 1276
Marching-in and Marching-out Inspections 1277–1281
Appropriation and Equipment 1282–1286
Sanitation 1287–1295
Precautions against Fire 1296–1298
Courts of Inquiry on Fires 1299–1301
Re-appropriations and Disposal of Buildings 1302–1306
Sites and New Buildings 1307–1309
Miscellaneous Barrack Duties 1310–1312
Monuments, &c., in Churches and Chapels 1313, 1314

4. ALLOTMENT OF QUARTERS—

General Instructions 1315–1317
Officers 1318–1326
Warrant Officers, Class I 1327
Instructors, Army Educational Corps and Schoolmistresses 1328, 1329
Warrant Officers, Class II, N.C.Os. and Men on the Married Quarters Roll 1330–1335
Warrant Officers, Class II, N.C.Os. and Men on the Marriage Allowance Roll 1336
Warrant Officers, Class II, N.C.Os. and Men not on the Married Quarters or Marriage Allowance Roll .. 1337–1341

5. MEDICAL AND HOSPITAL DUTIES—

Orderlies, Disposal of Sick, &c. 1342–1352
Medical Officers doing Duty with Troops in Peace.. .. 1353–1355
Employment of Civilian Practitioner 1356
Dental Treatment 1357, 1358

6. BANDS—

General Instructions 1359–1365
Band Contributions and Subscriptions 1366
Band Property 1367
Bandmasters and Musical Training 1368–1376

7. MESSES—

Officers' Messes 1377–1392
Mess Contributions and Subscriptions 1393–1407
Serjeants' Messes 1408–1411
Soldiers' Messing and Cooking 1412–1417

8. REGIMENTAL WORKSHOPS AND MANUAL TRAINING—

General Instructions 1418–1421
Infantry Pioneers and Pioneer Workshops 1422–1429
Farriers 1430–1433
Artificers, R.A., and Wheelers 1434

Paras.

9. TRANSPORT, HORSES, VETERINARY DUTIES, SADDLERY AND FORAGE—

Regimental Transport 1435
Remounts 1436–1447
Care of Horses 1448, 1449
Casting Horses 1450
Disposal of Dead and Disabled Animals 1451
Infectious and Contagious Diseases 1452–1454
Veterinary Duties, &c. 1455–1461
Shoeing 1462, 1463
Forage 1464–1467
Saddles and Saddlery 1468–1470

10. LEAVE OF ABSENCE AND FURLOUGHS—

General Instructions—Officers 1471–1486
Officers on Home Service 1487–1491
Officers on Service Abroad 1492–1499
Special Leave 1500, 1501
Furlough—Soldiers 1502–1512
Special Furloughs 1513–1516
Sickness when on Furlough 1517–1521
Passes 1522–1525

11. DIVINE SERVICE, CHAPLAINS, RELIGIOUS INSTRUCTION—

General Instructions 1526–1529
Chaplains 1530–1532
Officiating Chaplains 1533–1535
Religious Books 1536

12. MISCELLANEOUS—

Soldier-Servants and Orderlies 1537–1545
Letters 1546–1551
Encampments 1552, 1553
Soldiers' Gardens 1554
Regimental Benefit Societies 1555
Patents—Trial of Inventions 1556, 1557
Institutes 1558
Mechanically-propelled Vehicles 1559

SECTION XIII.—CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS AND RECORDS

1. CORRESPONDENCE AND DOCUMENTS—

General Instructions as to Correspondence 1560–1575
Documents and Maps marked Secret, Confidential, or For Official Use Only 1576–1583

Paras.

2. REPORTS AND RETURNS—

General Instructions 1584–1588
Casualties (other than on Active Service) 1589–1592
Casualties on Active Service 1593–1595
Enquiries regarding Soldiers 1596

3. BOOKS, ARMY ORDERS, &c.—

Regulations, Manuals, &c. 1597
Army Books, &c., to be kept by Record Offices and Units 1598–1600
Army Orders, Standing Orders, &c. 1601–1608

4. RECORDS—

Officers' Services 1609
Soldiers' Services 1610–1619
Declaration of Courts of Inquiry into Illegal Absence .. 1620
Statement of Services.. 1621
Military History Sheets 1622–1625
Medical History Sheets 1626
Dental Treatment Cards 1627
Guard Reports 1628
Regimental Conduct Sheets 1629–1633
Company Conduct Sheets 1634–1636
Field Conduct Sheets 1637
Employment Sheet 1638
Disposal of Documents 1639
Historical Records 1640–1644
Instructions regarding Marriages, Births and Baptisms .. 1645–1650
Civil Registration of Births and Deaths at Home 1651
Instructions regarding Marriages, Births and Deaths Abroad 1652, 1653
Disposal of Obsolete Documents 1654

APPENDICES

	PAGE
APPENDIX I.—Order in Council defining the duties of the Army Council	452
APPENDIX II.—Channels of Communication in the Army ..	453
APPENDIX III.—Duties connected with the administration of the Army at the War Office..	454–456
APPENDIX IV.—Officer i/c Administration—Delegation of Financial Authority and Powers in relation to losses, &c.	457–460
APPENDIX V.—Extracts from His Majesty's Regulations for the Brigade of Guards	461–466
APPENDIX VI.—Regulations regarding Levées	467–469
APPENDIX VII.—List of Flag Stations and of flags flown ..	470–472
APPENDIX VIII.—Legal Proceedings	473–475
APPENDIX IX.—Registration of Officers and Other Ranks as Parliamentary Electors	476, 477
APPENDIX X.—Qualifications of Officers for Promotion.. ..	478–502
APPENDIX XI.—Promotion to Matron, Queen Alexandra's Imperial Military Nursing Service	503, 504
APPENDIX XII.—Certificates required from Officers applying to attend Staff College Examinations	505–507
APPENDIX XIII.—Certificates required from Officers applying to attend the Advanced Class, Military College of Science	508, 509
APPENDIX XIV.—Syllabus of the Course of Training in Transport Duties for Infantry Soldiers	510
APPENDIX XV.—Principles to be adopted in the allocation of work in regard to training matters between the General Staff Branch and the Officer i/c Administration	511–513
APPENDIX XVI.—Candidates for Registration for Appointment to Temporary Commissions as Quartermasters, &c., on Mobilization	514
APPENDIX XVII.—Conditions for appointment to His Majesty's Body Guard, &c.	515, 516
APPENDIX XVIII.—List of Record Offices and of Army Numbers Allotted to Corps	517–519
APPENDIX XIX.—Regulations as to taking out Patents for Inventions	520–522
APPENDIX XX.—Reports and Returns	523–529
APPENDIX XXI.—Ceremony to be observed at a Military Funeral	530–533
APPENDIX XXII.—Qualification of R.E. Officers for appointment as C.R.E. in Peace	534
APPENDIX XXIII.—Confidential Reports	535–543
APPENDIX XXIV.—Regulations, Manuals, &c.	544
APPENDIX XXV.—Army Books, &c.	554
APPENDIX XXVI.—Order by His Majesty Authorizing the Regulations for the Army Reserve	557
Index	558

Paras.

2. REPORTS AND RETURNS—

General Instructions 1584–1588
Casualties (other than on Active Service) 1589–1592
Casualties on Active Service 1593–1595
Enquiries regarding Soldiers 1596

3. BOOKS, ARMY ORDERS, &c.—

Regulations, Manuals, &c. 1597
Army Books, &c., to be kept by Record Offices and Units 1598–1600
Army Orders, Standing Orders, &c. 1601–1608

4. RECORDS—

Officers' Services 1609
Soldiers' Services 1610–1619
Declaration of Courts of Inquiry into Illegal Absence .. 1620
Statement of Services.. 1621
Military History Sheets 1622–1625
Medical History Sheets 1626
Dental Treatment Cards 1627
Guard Reports 1628
Regimental Conduct Sheets 1629–1633
Company Conduct Sheets 1634–1636
Field Conduct Sheets 1637
Employment Sheet 1638
Disposal of Documents 1639
Historical Records 1640–1644
Instructions regarding Marriages, Births and Baptisms .. 1645–1650
Civil Registration of Births and Deaths at Home 1651
Instructions regarding Marriages, Births and Deaths Abroad 1652, 1653
Disposal of Obsolete Documents 1654

APPENDICES

	Page
Appendix I.—Order in Council defining the duties of the Army Council	452
Appendix II.—Channels of Communication in the Army ..	453
Appendix III.—Duties connected with the administration of the Army at the War Office..	454–456
Appendix IV.—Officer i/c Administration—Delegation of Financial Authority and Powers in relation to losses, &c.	457–460
Appendix V.—Extracts from His Majesty's Regulations for the Brigade of Guards	461–466
Appendix VI.—Regulations regarding Levées	467–469
Appendix VII.—List of Flag Stations and of flags flown ..	470–472
Appendix VIII.—Legal Proceedings	473–475
Appendix IX.—Registration of Officers and Other Ranks as Parliamentary Electors	476, 477
Appendix X.—Qualifications of Officers for Promotion.. ..	478–502
Appendix XI.—Promotion to Matron, Queen Alexandra's Imperial Military Nursing Service	503, 504
Appendix XII.—Certificates required from Officers applying to attend Staff College Examinations	505–507
Appendix XIII.—Certificates required from Officers applying to attend the Advanced Class, Military College of Science	508, 509
Appendix XIV.—Syllabus of the Course of Training in Transport Duties for Infantry Soldiers	510
Appendix XV.—Principles to be adopted in the allocation of work in regard to training matters between the General Staff Branch and the Officer i/c Administration	511–513
Appendix XVI.—Candidates for Registration for Appointment to Temporary Commissions as Quartermasters, &c., on Mobilization	514
Appendix XVII.—Conditions for appointment to His Majesty's Body Guard, &c.	515, 516
Appendix XVIII.—List of Record Offices and of Army Numbers Allotted to Corps	517–519
Appendix XIX.—Regulations as to taking out Patents for Inventions	520–522
Appendix XX.—Reports and Returns	523–529
Appendix XXI.—Ceremony to be observed at a Military Funeral	530–533
Appendix XXII.—Qualification of R.E. Officers for appointment as C.R.E. in Peace	534
Appendix XXIII.—Confidential Reports	535–543
Appendix XXIV.—Regulations, Manuals, &c.	544
Appendix XXV.—Army Books, &c.	554
Appendix XXVI.—Order by His Majesty Authorizing the Regulations for the Army Reserve	557
Index	558

DEFINITIONS

1. The term "Royal Family" as used in these regulations means all subjects of His Majesty who bear the title of Royal Highness.

2. The term "G.O.C.-in-C.", "Divisional Commander" or "Brigade Commander" includes the officer in command during the absence of the officer specified.

3. The term "unit" in these regulations means a portion of a corps to which a soldier can legally be posted independently of his consent, for example:—

Cavalry.—A regiment.

Royal Horse Artillery.— } A battery or depot.
Royal Artillery.— }

Royal Engineers.—A field squadron, field troop, company or depot.

Royal Corps of Signals.—A cavalry divisional signals, divisional signals, company or independent troop or section.

Infantry.—A battalion or depot.

Royal Tank Corps.—A Tank battalion, armoured car company, or Tank salvage company. A depot battalion and workshop training battalion. A Tank testing section.

Royal Army Service Corps.—A company.

Royal Army Medical Corps.—A company or the Depot.

Royal Army Veterinary Corps.—A section or Depot.

Royal Army Ordnance Corps.—A company, section or Depot.

Army Educational Corps.—The Depot.

4. The term "company, &c.," means the headquarters wing of a cavalry regiment or infantry battalion, the machine-gun squadron of a cavalry regiment where such is included in the organization of the regiment, a squadron, troop, battery, or company, or, in the case of R.A.V.C. and R.A.O.C., a section or company.

5. The term "soldier" includes a warrant officer, N.C.O., man or boy.

6. The term "cipher" implies a secret means of communication, while "code" is a non-secret means, with the exception of certain naval codes bearing the prefix "confidential" which will be treated as secret in the Army.

7. The term "cavalry" includes Household Cavalry and Cavalry of the Line.

8. The term "infantry" includes Foot Guards and Infantry of the Line.

9. The term "field officer" includes officers, not being general officers, of every rank (including brevet rank) above the rank of captain.

Notified in Army Orders
for May, 1928
(Crown Copyright Reserved)

The King's Regulations for the Army and the Army Reserve

1928

LONDON:
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.
e purchased directly from H.M. STATIONERY OFFICE at the following addresses :
Adastral House, Kingsway, London, W.C.2; 120, George Street, Edinburgh;
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff;
15, Donegall Square West, Belfast;
or through any Bookseller.

1928

Price 1s. 9d. Net.

EXPLANATIONS OF ABBREVIATIONS

A.B.—Army Book.

A.D. Corps.—Army Dental Corps.

A.D.O.S.—Assistant Director of Ordnance Services.

A.D.S. & T.—Assistant Director of Supplies and Transport.

A.E.C.—Army Educational Corps.

A.F.—Army Form.

A.O.—Army Order.

A.V.O.—Administrative Veterinary Officer.

C.E.—Chief Engineer.

C.I.M.T.—Chief Inspector of Mechanical Transport.

C.I.S.T.—Chief Inspector of Subsidized Transport.

C.M.P.—Corps of Military Police.

C.O.—Commanding Officer.

C.O.O.—Chief Ordnance Officer.

C. R. A.—Commander, Royal Artillery.

C. R. E.—Commander, Royal Engineers.

C.S.O.—Chief Signal Officer.

D.A.D.O.S.—Deputy Assisttant Director of Ordnance Services.

D. of A.—Director of Artillery.

D.M.T.—Director of Military Training.

D.O.O.—Directing Ordnance Officer.

D.O.S.—Director of Ordnance Services.

D.S.D.—Director of Staff Duties.

D.S.T.—Director of Supplies and Transport.

F.G.C.M.—Field General Court-Martial.

G.C.M.—General Court-Martial.

G.O.C.—General Officer Commanding.

G.O.C.-in-C.—General Officer Commanding-in-Chief.

i/c.—In charge of.

M.P.S.C.—Military Provost Staff Corps.

M.T.—Mechanical Transport.

N.A.A.F.I.—Navy, Army and Air Force Institutes.

N.C.O.—Non-Commissioned Officer.

O.C.—Officer Commanding.

Para.—Paragraph.

Q.A.I.M.N.S.—Queen Alexandra's Imperial Military Nursing Service.

R.A.—Royal Artillery.

R.A.Ch.D.—Royal Army Chaplains' Department.

R.A.M.C.—Royal Army Medical Corps.

R.A.O.C.—Royal Army Ordnance Corps.

R.A.P.C.—Royal Army Pay Corps.

R.A.S.C.—Royal Army Service Corps.

R.A.V.C.—Royal Army Veterinary Corps.

R. Signals.—Royal Corps of Signals.

R.E.—Royal Engineers.

R.H.A.—Royal Horse Artillery.

R. Tank Corps.—Royal Tank Corps.

T.A.—Territorial Army.

5. The distribution of the Army is shown in the Monthly Army List. The channels of communication throughout the Army (exclusive of India) are shown in Appendix II.

6. The government of the Army is vested in the Crown. The command of the Army is placed in the hands of the Army Council, who are also responsible for the administration of the regular forces. The administration of the T.A. is in the hands of the county associations at all times other than when called up for annual training in camp, when embodied, or when on actual military service.

7. For purposes of decentralization the United Kingdom is divided into commands or districts, each under a G.O.C.-in-C. or G.O.C. Abroad a similar system of decentralization is adopted, the command of troops being exercised, in the case of large commands, by G.Os.C.-in-C. and in the case of small colonies and garrisons, by officers of lower rank.

8. (*a*) Subject to the direction of the Secretary of State for India in Council, the supreme executive authority in India in military affairs is the Governor-General in Council.

(*b*) The Commander-in-Chief is ordinarily a member of the Council of the Governor-General, and is directly responsible to the Governor-General in Council for the command, discipline, training, organization and preparation for war of the Army in India.

2.—THE WAR OFFICE

The Army Council

9. The Order in Council defining the duties of the Army Council will be found in Appendix I. The Council is composed of eight members, three parliamentary, four military and one civil, as follows:—

The Secretary of State for War.
The Parliamentary Under-Secretary of State for War.
The First Military Member (the Chief of the Imperial General Staff).
The Second Military Member (the Adjutant-General to the Forces).
The Third Military Member (the Quartermaster-General to the Forces)
The Fourth Military Member (the Master-General of the Ordnance).
The Finance Member (the Financial Secretary to the War Office.)
The Permanent Under-Secretary of State for War.

10. The Permanent Under-Secretary of State for War acts as Secretary to the Army Council.

11. When members of the Army Council make an inspection, the visit, in the absence of directions to the contrary, will be official, and all principal officers will attend, unless their attendance has been dispensed with by the Council.

3.—INSPECTORS

Appointments

12. The following inspectors are appointed under the Chief of the Imperial General Staff and they are attached to the Directorate of Military Training:

Inspector of Cavalry*.
Inspector of Royal Artillery.

* is also Commandant, Equitation School, Weedon.

Inspector of Royal Engineers.†
Inspector of Royal Tank Corps.
Inspector of Physical Training.
Inspectors, Army Educational Corps.

Duties

13. (*a*) Inspectors will keep the Chief of the Imperial General Staff informed on all points connected with the training and efficiency for war of the units of the respective arms of the service. Inspectors, Army Educational Corps and the Inspector of Physical Training will report on the educational and physical training of all arms of the service.

(*b*) The principle which will govern the action of inspectors is that they should help both units and commanders. They will bring to the notice of commanders any points where the instructions in the training manuals appear to have been overlooked.

(*c*) It is the duty of inspectors to see that methods of training, in both the Regular Army and T.A., make for uniformity.

(*d*) They will bring to notice any deficiencies or omissions in the manuals.

Inspections

14. (*a*) Inspectors will arrange their programmes of inspection direct with G.O.C.-in-C. of commands. They will be available to attend command staff exercises, war games, &c.

(*b*) After inspecting any unit or formation inspectors will communicate to the G.O.C.-in-C., or G.O.C., concerned, either verbally or in writing, any special points they have noticed.

Reports

15. (*a*) Inspectors, with the exception of Army Educational Corps and Physical Training inspectors, will render to the Chief of the Imperial General Staff, through the Director of Military Training:—

(i) not later than the end of February each year, a concise report on their observations of troops during the individual training period;

(ii) by 15th November each year, an annual report on training.

(*b*) Reports under (*a*) (ii) will deal with the general efficiency for war of the arm concerned, noting particularly their efficiency in co-operation in the field with other arms.

(*c*) Inspectors, Army Educational Corps and the Inspector of Physical Training, will report as required by the Director of Military Training.

(*d*) In these reports inspectors will bring to notice any points in training and equipment which, in their opinion, require improvement.

4.—INSPECTORS OF ADMINISTRATIVE SERVICES

16. (*a*) The Inspector of the R.A.S.C. will inspect all units and establishments of the R.A.S.C. (including those of the T.A.), with a view to ensuring uniformity in their professional training, equitation, equipment and organization.

† is also Commandant, School of Military Engineering, Chatham.

(*b*) When inspecting depot companies he will examine and enquire into the training of recruits and courses of instruction generally, and will report as to the requirements of the corps in these matters, whether the time allowed for the training of recruits and for the various courses of instruction is adequate, and also whether the training is utilized to the best advantage and with satisfactory results.

(*c*) He will also inspect the various supply, transport, and barrack establishments existing at stations.

(*d*) Where supply depots, including government bakeries and abattoirs, are established, he will report on the quality of supplies produced, and the efficiency with which the duties connected therewith are performed.

(*e*) When inspecting the transport he will ascertain whether full value is obtained from existing establishments (animal and mechanical) and see that unnecessary hiring is avoided.

(*f*) As regards the inspection of barrack services, he will ascertain whether these are efficiently and economically conducted.

(*g*) At his inspections he will ascertain whether the local arrangements for mobilization are satisfactory, and for this purpose will examine defence schemes, local orders, &c., in connection therewith.

(*h*) He will report to the Quartermaster-General to the Forces.

17. (*a*) The Inspector of Army Ordnance Services will enquire into the methods by which the various duties of the R.A.O.C. are carried out ; the knowledge of the officers and personnel as regards the detail of their work; the condition of all ordnance buildings and of the stores therein; and he will report (when required) upon proposals involving increases of expenditure in the department. He will inspect war reserves of ordnance stores and mobilization equipment under the "G 1098" series of army forms, whether in charge of units or the R.A.O.C., and will report, when necessary, upon the peace equipment of units. He will also inspect the civil establishments of the department.

(*b*) He will report to the Master-General of the Ordnance.

18. (*a*) The Chief Inspector of Army Educational Training will report on the efficiency of educational training carried out in schools and establishments which are directly administered by the War Office. He will satisfy himself that the methods adopted make for uniformity and are up to date, and are in accordance with the principles laid down in Educational Training. He will also assist by advice in the educational training within all commands other than India.

(*b*) He will be assisted by inspectors of army educational training.

5.—COMMAND

Classification of Higher Commanders and Exercise of Powers of Command

19. (*a*) The higher commanders of the Army are grouped in three classes, namely—

(i) General officer commanding-in-chief.
(ii) Divisional commander.
(iii) Brigade commander.

(*b*) The powers assigned to the above commanders will be exercised by the undermentioned officers, respectively, or by officers acting for them.

(i) General officer commanding-in-chief:—

(*a*) The G.O.C.-in-C. of a command at home, the G.O.C.-in-C. of a command in India, and the Governor and Commander-in-Chief of Malta, of Gibraltar, and of Bermuda.

(*b*) The following officers will also exercise the powers, though they will not hold the title of G.O.C.-in-C., or receive the honours and salutes pertaining to that title:—

The G.Os.C. London, Guernsey and Alderney, Jersey, and Northern Ireland Districts; G.Os.C. Egypt, China and Malaya; Os.C. Sierra Leone, Mauritius, Ceylon, and Jamaica.

(ii) Divisional commander:—

(*a*) The G.O.C. a division.

(*b*) An area commander, when not below the rank of major-general.

(*c*) The G.O.C. a district in India.

(iii) Brigade commander:—

(*a*) A major-general, or colonel-commandant holding a command of troops, or an area command, and not classified in (i) or (ii).

(*b*) An O.C. a cavalry or an infantry brigade, or the artillery of a division.

An O.C. a brigade area in India.

An area commander at home (not classified under (ii) (*b*) or (iii) (*a*)).

(*c*) The following officers, when not below the rank of substantive or local colonel, will also exercise the powers of a brigade commander, except when it is stated in regulations that the power in question is to be exercised only by an officer not below the rank of colonel-commandant:—

The O.C. Rifle Depot.

A commander of two or more lieutenant-colonels' com mands, R.A.

A chief engineer, a chief signal officer, a chief paymaster, a deputy director or assistant director of medical services, a deputy director of veterinary services, an O.C. R.A.S.C., and an O.C. R.A.O.C.

The O.C. a regiment of Foot Guards, with regard to the units of the regiment under his command which are stationed in the London District.

United Kingdom and the Channel Islands

20. (*a*) Great Britain is divided into six commands, each command, except Aldershot, being sub-divided into areas,*

The Aldershot Command.	The Southern Command.
The Eastern Command.	The Western Command.
The Northern Command.	The Scottish Command.

(*b*) London, Guernsey and Alderney, Jersey, and Northern Ireland form independent districts apart from the commands.

* The areas comprised within commands are shown in the monthly Army List.

21. There are two distinct classes of command:—

(i) A command over a certain geographical area, such as that exercised by a G.O.C.-in-C. or area commander.

(ii) A command which does not embrace any defined area, such as that exercised by a divisional or brigade commander.

22. Under the G.O.C.-in-C.* the command of the troops will be exercised, and training will be supervised, in the following manner:—

(i) Field units (Regular Army)—by divisional and brigade commanders.

(ii) Other regular troops, except R.H.A., non-divisional artillery and R.E. coast defence units—by Os.C.

(iii) The training, other than technical training, of regular R.H.A. units will be supervised by the colonel-commandant of the cavalry brigade in the command. The technical training will be carried out as ordered by the G.O.C.-in-C. or, in the case of the London District, by the G.O.C.

(iv) The training of non-divisional artillery will be carried out as ordered by the G.O.C.-in-C. of the command.

(v) Depots (except the Foot Guards depot)—by area commanders.

(vi) T.A. divisions—by T.A. divisional commanders.
T.A. Cavalry divisional units (except yeomanry *see* (x) below)—by local T.A. divisional commanders.

(vii) T.A. and Supplementary Reserve—Army troops (except yeomanry, medium and heavy units R.A., and armoured car companies, R. Tank Corps) by local T.A. divisional commander.

(viii) T.A.—medium and heavy units, R.A.—by command headquarters, through the colonel, R.A., on command staff.

(ix) T.A. armoured car companies, R. Tank Corps—by commander of the formation to which the unit is attached for training and inspection.

(x) Yeomanry—by command headquarters using divisional staff to issue their orders to (*a*) brigade commanders of formed brigades and (*b*) Os.C. unbrigaded regiments.

(xi) T.A.—air defence troops—by the G.O.C.-in-C. of the command in which the unit is situated. The G.O.C. T.A. Air Defence Formations will, under the G.Os.C.-in-C. concerned, be responsible for the training and supervision of all T.A. air defence formations and units.

(xii) Coast defence—Regular Army and T.A. (except all R.E. and R. Signals)—by command headquarters through colonel, R.A., on command staff.

(xiii) Coast defence—all R.E. by command headquarters through C.E., and R. Signals by command headquarters through C.S.O.

(xiv) Administrative services—by area commander for discipline and interior economy only. The training of administrative corps will be carried out under instructions issued by command headquarters.

23. A divisional or cavalry brigade commander, in addition to commanding those regular troops which are allotted to his division or cavalry brigade, will command such other regular units, with the exception of the

* Also the G.Os.C. London and Northern Ireland Districts when applicable.

troops detailed in para. 22 (ii) and (iii), as may be placed under his orders by the G.O.C.-in-C.

24. Where units of a division or a brigade are quartered at a station other than, but in the same command as, their divisional or brigade headquarters, they will be under their divisional or brigade commander for all purposes, except that for purposes of discipline and interior economy, where these affect the station (as defined in para. 22), they will be under the O.C. the station. Where units of a division or brigade are quartered in a command (para. 17) other than that in which their divisional or brigade headquarters are situated, they will be for all purposes, except training, under the G.O.C. in whose command they are located. For training they will at all times be under the division or brigade to which they belong.

25. (*a*) The senior officer (*see* para. 172) at a station will, in all cases, be held responsible for the maintenance of discipline and order at the station, and to that extent will be the commander of all troops stationed there.

(*b*) He will, further, command any troops at the station the command of which is not specifically allotted to divisional, brigade, or area commanders, as in para. 19, or allotted under the orders of the G.O.C.-in-C., as in para. 19, or vested in an officer specially appointed, as in para. 172.

(*c*) He will not be responsible for, and will avoid interfering with:—

(i) orders or instructions issued to units or detachments quartered at his station by the commanders mentioned in para. 18, provided these orders do not interfere with the routine work of the station;

(ii) administrative arrangements, which are controlled by the officer i/c administration.

(*d*) In the event of orders being issued to the troops, or administrative arrangements being made which, in his opinion, are not suitable to the requirements of the station, he will represent his views to the officers concerned. If, in his opinion, immediate action is required, he will deal with the matter on his own responsibility, reporting to superior authority the reasons for his intervention and the nature of the orders issued by him.

26. The G.Os.C. the Guernsey and Alderney, Jersey, and Northern Ireland Districts will command and train the regular units in their Districts.

* Abroad

27. The governor-general or governor of a dominion, colony, protectorate or mandated territory is the single and supreme authority responsible to and representative of His Majesty. He is, by virtue of his commission, and the letters patent, entitled to the obedience and assistance of all military and civil officers, but although bearing the title of captain-general or commander-in-chief, and although he may be a military officer, senior in rank to the O.C. the forces, he is not, except on special appointment from His Majesty, invested with the command of His Majesty's forces in the dominion, colony, protectorate or mandated territory. He

* For the purposes of these paragraphs colonies comprised under one government-in-chief will be regarded as a single colony.

is not, therefore, entitled to take the immediate direction of any military operations, or, except in cases of urgent necessity, to communicate officially with subordinate military officers, without the concurrence of the O.C. the forces, to whom any such exceptional communication must be immediately notified.

28. The governor-general or governor, as the King's representative, will give the "word" (parole) in all places within his government.

29. The O.C. the forces will render to the governor such returns as the latter may require relating to the strength and condition of the troops, or to the military defences of the crown colony, protectorate or mandated territory.

30. On the receipt of the Army (Annual) Act, the O.C. the forces will communicate to the governor the "Orders" in which it is promulgated.

31. An officer in command of the troops in any colony will retain the precedence assigned to him in the local colonial regulations notwithstanding the presence of a superior naval, military, or air force officer who may be visiting the colony on duty.

32. When the governor has occasion to report upon, or bring under the consideration of the Secretary of State for the Colonies, matters which involve military as well as civil considerations, or which require the decision or concurrence of the Secretary of State for War, he will first communicate with the O.C. the forces in the colony respecting the matters in question, and, having obtained that officer's opinion or observations thereon, he will transmit these, with his own report, to the Secretary of State for the Colonies; and will, in every case, furnish to the O.C. the forces a copy of any report he may make involving military considerations. If the O.C. considers that these reports require the consideration of the Army Council he will forward the duplicates, with his observations, by the same mail which conveys the original report to the Secretary of State for the Colonies.

33. Similarly when the O.C. the forces in a colony desires to bring to the notice of his military superiors any matters which may involve civil as well as military considerations, he will first communicate with the governor with a view to obtaining his opinion thereon. He will transmit with his own report any opinion or observations he may thus obtain; and will in every case furnish the governor with a copy of any reports he may make on subjects other than military discipline and routine. If the governor considers that these reports require the consideration of the Secretary of State for the Colonies, he will forward the duplicates, with his observations, by the same mail which conveys the original report to the Army Council.

34.* The defence scheme of Gibraltar, Malta and Bermuda will be prepared and revised by the G.Os.C.-in-C., and forwarded to the Under Secretary of State, The War Office.

---

* As a scheme of defence should deal only with the personnel and matériel which are actually available, or can be made available on emergency, the annual revision should represent the plan in which the commander would defend the place with the existing resources.

Recommendations for alterations in armament, stores or personnel will on no account be embodied in a scheme of defence, but will be submitted separately to the War Office.

35.* At a place abroad where the officer commanding is not also the governor, the revision of the defence scheme will be considered by a committee to be assembled annually by the governor, consisting of the O.C. the troops as president, and of not more than five members (including the C.R.A. and the C.R.E. or O.C. R.E.) selected on account of their military, naval, and local knowledge. If a naval officer is not available to serve on the committee, advantage will be taken of the presence of any of His Majesty's ships to obtain advice on all matters involving an expression of naval opinion. The scheme, as revised, will be submitted to the governor, who will transmit it home for examination by the Overseas Defence Committee.

* As a scheme of defence should deal only with the personnel and matériel which are actually available, or can be made available on emergency, the annual revision should represent the plan on which the commander would defend the place with the existing resources.

Recommendations for alterations in armament, stores and personnel will on no account be embodied in a scheme of defence, but will be submitted separately to the War Office.

SECTION II.—DUTIES OF COMMANDERS, INSPECTIONS, ADVISORY VISITS, &c.

1.—DUTIES OF COMMANDERS

General Officer Commanding-in-Chief

36. (*a*) The G.O.C.-in-C. is responsible for (i) the command, training, and efficiency of the troops located in the command; (ii) the administration of his command, except as delegated to the officer i/c administration; (iii) keeping up to date a scheme of mobilization for all troops stationed in or mobilizing within his command; (iv) ensuring that all ranks are acquainted with their duties on mobilization and in connection with the local defence scheme, and that those concerned have such access to the schemes for mobilization and defence as is necessary for the proper performance of their duties (*vide* para. 1576).

(*b*) At stations abroad this responsibility rests on the general or other O.C. the troops.

37.* (*a*) Preparation of defence schemes at defended ports and coast defence training will be carried out under the orders of the G.O.C.-in-C., through his colonel R.A. and C.E., on matters relating to coast artillery and fortress engineers respectively. It will rest with the War Office to see that the principles on which the scheme is based accord with those approved.

38. The G.O.C.-in-C., being relieved of administrative work by the officer i/c administration, is able to devote his undivided attention to the command and training of the troops. In a command where an officer i/c administration is not appointed, the G.O.C. will carry out the duties assigned to such officer.

39. He will delegate to divisional commanders extended powers, and to such officers as he may deem advisable, not below the rank of lieutenant-colonel, the power of convening and confirming district courts-martial.

40. (*a*) He will make promotions in the Militia up to and including the rank of major, notifying the Under-Secretary of State, The War Office, of such action.

(*b*) He will submit to the Secretary of State for War the names of officers of the T.A. and Supplementary Reserve for appointment and promotion.

41. The G.O.C.-in-C. Aldershot Command will, without reference to the War Office, arrange with the G.O.C.-in-C. Southern Command for facilities for the troops of the Aldershot Command to manœuvre on Salisbury Plain.

42. (*a*) A G.O.C.-in-C. at home will inform the Under-Secretary of State, The War Office, if he proposes to proceed on leave of absence, reporting at the same time the name and rank of the officer on whom his command will devolve.

(*b*) A G.O.C.-in-C. abroad will not quit the area of his command without permission, and, in applying for leave of absence, he will specify the name and rank of the officer on whom his rank will devolve.

* As a scheme of defence should deal only with the personnel and matériel which are actually available, or can be made available on emergency, the annual revision should represent the plan in which the commander would defend the place with the existing resources.

Recommendations for alterations in armament, stores or personnel will on no account be embodied in a scheme of defence, but will be submitted separately to the War Office.

43. The G.O.C.-in-C. will prevent interference with manorial rights or trespass upon private property by the troops in his command, and will maintain friendly intercourse with magistrates and other civil authorities.

44. He will use his discretion in allowing soldiers to be employed in harvest work, provided that the employment of the civil population is not thereby interfered with. Such permission will not be granted where strikes or disputes between farmers and their labourers exist.

45. He will immediately report all cases in which the troops have been engaged in riots or disturbances, either among themselves, or when civilians have been concerned, and will further report the result of his enquiries into the circumstances and the action taken.

46. The authority exercised by the G.O.C., London District, will be similar to that exercised by a G.O.C.-in-C. as regards discipline and command of troops. He will also perform the duties of a brigade commander as regards the battalions of Foot Guards in London and Windsor. In regard to administrative services he will act as a local commander under the G.O.C.-in-C., Eastern Command, in accordance with para. **132.**

47. G.Os.C.-in-C. are responsible for ensuring that special authorities for appointment of individuals and for rates or scales in cash or kind, whether granted locally or from the War Office, are not allowed to remain in force after the circumstances which gave rise to them have so far changed as to render revision necessary. Such revision can usually be secured by arranging that every authority given shall be brought forward at suitable intervals for reconsideration.

48. A sum, which will be notified yearly to the officers concerned, will be placed at the disposal of each G.O.C.-in-C. during each financial year, to be expended by him without previous sanction from the War Office, under the conditions laid down in Appendix IV, Table C.

General Officer Commanding a Division

49. The command exercised by a divisional commander is dealt with in paras. **22-24.** The divisional commander has under his orders, for the purposes of discipline and interior economy only (*see* para. **132**), the officers and men of services and departments serving at the station where divisional headquarters are located. On all subjects connected with their technical duties these officers correspond direct with the heads of services and departments of the command. (*See* para. **131.**) The divisional commander will thus be able to devote his attention to the training of troops for war.

50. The divisional commander will be responsible for ensuring that deficiencies in mobilization equipment held by units under his command are brought to notice, and that the mobilization schemes of such units are kept up to date.

Officer Commanding a Brigade

51. A colonel, graded as a colonel-commandant, is appointed to command a brigade of cavalry or infantry, and will perform duties analogous to those laid down for a divisional commander. His relations to the officers who are responsible for administration will be as described in para. **49.**

Colonel, R.A., and C.R.A. at the Headquarters of a Command*

52. The duties of colonel, R.A., and C.R.A. at the headquarters of a command will be as follows:—

(i) He will be the adviser to the G.O.C.-in-C. on all matters affecting the R.A.

(ii) He will keep in close touch with the general and administrative staffs of the command and assist them with advice as required.

(iii) He will arrange for the co-ordination of the training of the artillery in the command, including programmes for practice, and will draw up the details of the tactical and technical exercises which the G.O.C.-in-C. directs to be carried out.

(iv) He will be responsible for the training of such non-divisional artillery within the command as the G.O.C.-in-C. may direct.

Officer Commanding Divisional Artillery

53. (*a*) The officer commanding the divisional artillery is, under the divisional commander, responsible for the training of the artillery of the division and for their command in so far as the locality of their peace stations permits.

(*b*) He will be responsible for the training of such non-divisional artillery as may be attached to the division for this purpose by the G.O.C.-in-C.

Officer Commanding R.A. of a Defended Port

54. (*a*) Normally, the O.C. R.A. of a defended port at home will, under the C.R.A. of the command, be responsible at all times for the command and training of the R.A. (including Militia and T.A.), either serving in or allotted to the defended port. He is responsible to the area commander for the care and preservation of the guns, ammunition and artillery matériel in charge of the R.A. under him.

(*b*) The O.C. R.A. of a defended port abroad will, under the general or other O.C. the troops, be responsible at all times for the command and training of the R.A. (European and native) and of local artillery units, maintained at Imperial expense, which are allotted to the defended port. In the case of artillery corps maintained at other than Imperial expense, he will give advice and assistance as may be directed by the general or other O.C. the troops. He is responsible to the general or other O.C. the troops for the care and preservation of the guns, ammunition, and artillery matériel in charge of the R.A. or local artillery under his command.

Officer Commanding an Area at Home

55. The area commander will command and supervise the training of R.A. and infantry depots located in his area:—

56. The area commander will be responsible—(*a*) for ensuring that deficiencies in personal equipment, clothing and necessaries held at depots

* Graded for pay as follows:—Aldershot, Eastern and Southern commands, colonels commandant, R.A.; Northern, Scottish and Western commands, colonels, R.A.; Gibraltar and Malta, C.R.A. In the Southern Command there is an additional colonel, R.A., graded for pay as colonel commandant, R.A., who is responsible for the training and command of such medium and heavy artillery units as the G.O.C.-in-C. may direct.

for mobilization purposes are brought to notice; (*b*) for ensuring that the mobilization schemes of depots under his command are kept up to date; and (*c*) for the supervision of mobilization arrangements of Supplementary Reserve units, except where instructions have been issued that the mobilization of such units will take place in another command or area.

57. He will supervise the arrangements necessary for the assembly and despatch to their place of mobilization of Supplementary Reserve units ordered to mobilize in another command or area.

58. He will also be responsible for recruiting, and for supervising arrangements in connection with the provision of civil employment for reservists and discharged soldiers within his area.

Officer i/c Records

59. Officers i/c records are responsible for the custody and maintenance of the records of soldiers of the Regular Army, the T.A., and the Supplementary Reserve. The distribution of record offices is shown in Appendix XVIII.

60. Under such instructions as may be issued from the War Office, officers i/c records are responsible for the administration of the personnel, other than officers, of the corps whose records are in their charge, as regards posting, promotion and appointment. They will carry out such duties in connection with the preparation of drafts for units overseas as may be delegated from time to time by the Under-Secretary of State, The War Office.

61. They will command the reservists whose records are in their charge and will carry out such duties in connection with mobilization as are contained in Mobilization Regulations and other instructions issued from the War Office.

62. They will be in command of all soldiers at home who are borne on the strength of units abroad provided that such soldiers are not attached to a unit in the United Kingdom or Irish Free State.

63. On matters of regimental or corps administration such as those referred to in para **60**, an officer i/c records will correspond direct with the Under-Secretary of State, The War Office, and with Os.C. units. His decisions in such matters are final, subject only to their being reversed on appeal to the Army Council. An appeal against the decision of an officer i/c records will be forwarded to the Under-Secretary of State, The War Office, by the officer i/c records concerned, who will send the views of the unit commander in full, together with his own remarks on the case.

64. Officers i/c records will maintain card indices on A.F. B104-44 of military voters registered under the Representation of the People Acts, 1918-21, which they will correct and revise on the occasion of each register. If an election takes place, officers i/c records will notify the addresses of all registered military voters to the registration officers. They will also inform registration officers on A.F. B5072 of casualties affecting such soldiers. (*See* Appendix IX.)

Chief Engineer

65. (*a*) The chief engineer is the technical adviser of the G.O.C.-in-C. on all military engineering questions, and the application of engineering

science to war purposes. He is responsible to the G.O.C.-in-C. for the care and preservation of defence works, lights, and engineer matériel in the command. He also affords such assistance in the training of troops in field engineering as commanders may require.

(*b*) He commands all R.E. units not allotted to formations, and, under the officer i/c administration, supervises and controls the engineer services, as laid down in Regulations for Engineer Services.

(*c*) He is the representative officer of the R.E. on all corps questions.

Commander Royal Engineers

66. The C.R.E. is in peace the C.O. of all units of R.E. in his district or area, except those allotted to formations and depots. He carries out the administrative duties laid down in Regulations for Engineer Services, and where there is no chief engineer, is also responsible for the duties laid down in para. **65.**

Officer Commanding Divisional Engineers

67. The O.C. the divisional engineers is, under the divisional commander, responsible for the command and training of the engineers of the division, in so far as their peace stations permit. He is the technical adviser of the divisional commander in all military engineering questions, and the application of engineering science to war purposes. He also affords such assistance in the training of troops in field engineering as his commander may require.

Chief Signal Officer

68. The chief signal officer is the technical adviser to the G.O.C.-in-C. on all questions of intercommunication. He affords such assistance in the training of the troops in the various means of signal communications as commanders may require, and supervises and controls all signal units not allotted to formations. He is the representative officer of the R. Signals on all corps questions.

Officer Commanding Divisional Signals

69. The O.C. the divisional signals, in addition to his duties as O.C. a unit, is the technical adviser of the divisional commander as regards the various means of signal communication.

Officer Commanding a Unit

70. A C.O. is responsible to the King for the maintenance of discipline, efficiency and proper system in the unit under his command. He is also responsible for its training and readiness for war. He will, by advice and by timely intervention, endeavour to promote good understanding and to prevent disputes. He will discountenance any disposition in his officers to gambling or extravagance. He will also check any tendency among them to practical jokes, and whenever any serious case requiring his intervention arises, he will record the manner in which it was disposed of and submit a report for the information of the higher commander under whom he is serving.

71. Officers will pay particular attention to the preservation of the health of the troops. The responsibility for efficient supervision and for the remedying of sanitary defects rests upon C.Os. and through them on subordinate commanders. Medical officers are charged with advising general and other Os.C., who will incur grave responsibility if such advice is neglected without adequate reason.

72. A C.O. will supervise and control all duties performed by those under his command, and will be held accountable for, and be responsible for the condition of, all public equipment and stores, of whatever description, appertaining to or on charge of his unit, corps or establishment.

73. A C.O. is responsible for the correct receipt and issue of all supplies. He will ensure that daily issues are inspected and weighed in the presence of an officer.

74. A C.O. will cause every order issued for general information to be either re-published in unit orders or circulated to all under his command whom it may concern. He will afford his officers facilities for becoming acquainted with changes in the regulations and orders for the Army. Publication of unit and standing orders will be as directed in paras. **1601** and **1602.**

75. (*a*) A C.O. is responsible for the proper application of all regimental funds. He will supervise and control the committees formed for their management.

(*b*) As soon as the accounts for the quarter are ready, the C.O. of each unit will assemble an audit board, consisting of the three next senior officers present at the headquarters of the unit. The accounts of the officers' mess, band, serjeants' mess, regimental institute, workshops, and all sports, charitable and other funds, will be laid before them. The board will examine all vouchers, and will satisfy themselves that liabilities are not omitted from the balance sheets, that assets are not over-estimated and that the cash credits are actually available. The C.O. is personally responsible for obtaining from the bank each quarter a certificate of the balance held on each account at the close of business on the last day of each quarter. This certificate will be handed direct to the president of the audit board to assist the board in its check, and will subsequently be attached to the proceedings. The balance of the funds will be entered in the proceedings, which will be made out on A.F. A2, and the board will record thereon that these instructions have been carried out. The proceedings will be laid before the C.O. for approval, and placed before the commander under whom the unit is serving.

76. To afford all ranks an opportunity of acquainting themselves with the amount of rebate received from the N.A.A.F.I., and the method of its disposal, a balance sheet, including a simple statement of receipts and expenditure, of the accounts of the regimental institute will be published in unit orders as soon as possible after the quarterly audit.

77. An officer in temporary command of a unit will not issue any standing orders, or alter those which are at the time in force, or authorize the application of regimental funds to any purpose other than the ordinary current expenditure, without reference either to the permanent C.O. or to the commander under whom the unit is serving. An officer while absent from, and not in the exercise of, his command, cannot issue regimental or other orders relating to such command.

78. A C.O. is responsible for the systematic and efficient instruction of officers under his command in all professional duties, and for their due preparation for examinations for promotion. A general staff officer of a command, division or area will, under the orders of the G.O.C. advise and assist a C.O. in these educational tasks, and a general officer at his annual inspection will fully enquire into the methods of instruction and report upon the results achieved.

79. A C.O. will often direct field officers and captains to take command on parade and to exercise the unit. He will encourage subaltern officers to qualify for the duties of adjutant, both in the field and in the orderly room, and will afford them every facility for so doing.

80. It is the duty of a C.O. to bring specially to the notice of the inspecting officer any officers distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in knowledge of their duties, do not afford him that support which he has a right to expect, or conduct themselves in a manner injurious to the efficiency or credit of the corps. This action will be additional to any report the C.O. may have made on the officers in question.

Officer Commanding a Depot

81. In addition to the duties laid down for the O.C. a unit, the O.C. a depot will, under the area commander, be responsible for the training of recruits. He will also be responsible to the area commander for ensuring that the personal equipment, clothing and necessaries of reservists who join on mobilization at the depot, are held ready for issue, and that complete arrangements are made for dealing with these reservists on mobilization in accordance with Mobilization Regulations.

82. The duties of an O.C. an infantry depot in regard to recruiting for the Regular Army are defined in Recruiting Regulations.

Regimental Officer other than a Commanding Officer

83. A field officer should make himself thoroughly acquainted with the professional abilities and acquirements of all officers placed under his supervision, and a company, &c., commander should possess similar knowledge with regard to the officers under him. A major of infantry, except the senior major, will command a company. A major of cavalry, except the senior major, will command a squadron.

84. (*a*) Every officer, even if the appointment he holds is only temporary in its nature, is charged with the equipment, ammunition, clothing and public stores appertaining to the appointment and is accountable for them to the C.O.

(*b*) He is responsible for the men's messes and necessaries being properly provided. He will pay attention to the cleanliness of the men and of their clothing, arms, accoutrements, and barracks or quarters. He will take charge of all money received on account of his company, &c., and is responsible for the safe custody of such money, and for its being expended in conformity with regulations, and with due regard to the interests of his men.

(*c*) Attention is drawn to the provisions of para. **1187.**

85. (*a*) Kit inspection will be held only at such times as a company, &c., commander may consider necessary.

(*b*) The visiting or inspection of barracks, stables, &c., will not, except in cases of necessity, be performed on Sundays. The holding of parades will, as far as possible, be avoided on Sundays.

86. (*a*) Every officer is expected, if he has been two years in the service, to be capable of commanding and exercising a company, &c., in every situation, and to be perfectly acquainted with its interior management, economy and discipline; and, if he has been two years in the rank of captain, to be competent in every respect to undertake the duties of a field officer.

(*b*) All subaltern officers will be trained and instructed in the routine of the orderly room and the quartermaster's office, and will undergo a practical course of instruction in the armourer's shop. Subalterns of mounted branches will also undergo a practical course of instruction in the farrier's shop. Subalterns of the R. Tank Corps will also undergo instructors' courses in tank gunnery and in tank driving and maintenance. Subalterns who have not passed the examination for the rank of captain will be made acquainted, whenever the pay list is received from the paymaster, with the system of keeping soldiers' accounts.

(*c*) Every officer, before he is dismissed drill, will be required to have a thorough knowledge of, and be capable of giving instruction in, physical training. He will also be required (i) in the cavalry, to go through a regimental course of semaphore signalling, to ride in the ranks, to strip and put together a saddle, to saddle, bit, and turn out in marching order, a horse, to put together the harness of, and to harness, a horse to any wagon; (ii) in the R.A., in addition to above, to drive in the centre, lead and wheel; (iii) in the R. Tank Corps, to go through a tank gunnery course and a tank driving and maintenance course. Officers of the R. Tank Corps serving in armoured car units will be allowed to reckon armoured car courses as the equivalent of tank courses.

2.—INSPECTIONS, ADVISORY VISITS, &c.

General Instructions

87. (*a*) G.Os.C. and brigade commanders will inspect each unit soon after its arrival in their command to ascertain its efficiency. They will inspect annually each of the units under their command.

(*b*) When a change of station is ordered during the usual inspection season, arrangements for the annual inspection of the corps or unit moving will be made by the commanders concerned.

(*c*) When units of cavalry and infantry are organized as brigades, the inspection will be carried out by the brigade commander. This inspection will be independent of any inspection that the general in superior command may choose to make.

88. The inspection will be divided into three portions corresponding with Part II (*a*), (*b*) and (*c*) of A.F. B 153:—

(*a*) Interior economy.

(*b*) Training. The standard of efficiency reached by the unit will be determined by close attention throughout the training period and not by the work done on any particular occasion.

(*c*) Readiness for war. As regards material this inspection may be held at the same time as (*a*), but a unit will not be reported fit for active service until the inspection referred to in (*b*) is completed.

89. (*a*) The inspection will be carried out as follows:—

(i) By the brigade commander in the case of units belonging to or attached to cavalry, air defence, or infantry brigades for training.

(ii) By the divisional artillery commander in the case of all artillery units belonging to or attached to a division. As directed by the G.O.C.-in-C. in the case of all other R.A. units, and also in the case of R. Signals units, other than divisional signals.

(iii) By the divisional or area commander in all other cases.

(*b*) In the case of the R.E., R. Signals, R. Tank Corps, R.A.S.C., R.A.M.C., A.D. Corps, R.A.O.C., and R.A.V.C., that portion of the inspection under Part II (*b*) that deals with technical training will be carried out by a senior officer of the arm of service in question. This officer will complete and sign the relevant parts of A.F. B 153 (para. 8 of Part II (*b*)) and will draw the attention of the inspecting officer to any other considerations affecting the efficiency of the unit which may come to his notice.

(*c*) Unless it is decided otherwise by the G.O.C.-in-C. of the command, the senior officer referred to above will be the head of the service or department concerned at command headquarters, except in the case of the R. Tank Corps when he may be the Inspector, R. Tank Corps.

(*d*) Nothing in the above instruction will be taken to preclude inspecting officers from obtaining such technical assistance as they may require in carrying out an inspection.

(*e*) In the case of establishments directly under War Office control the inspection under Part II (*a*) only will be carried out by commands.

90. (*a*) The general supervision and working organization of the School of Artillery, the Coast Artillery School, and the School of Anti-Aircraft Defence, and of the R.A. Survey Company, will be in the hands of the Commandant of the School of Artillery. He is empowered to visit the headquarters of fire commands and of anti-aircraft formations as he may find necessary, and will arrange the dates of these visits in consultation with the commanders concerned.

(*b*) It is his duty to:—

(i) visit all practice camps and ensure uniformity in the gunnery instruction given thereat to the artillery of the field army;

(ii) keep in touch with the following establishments controlled by the Director of Artillery—

The Ordnance Committee.
The R.A. Committee.
The Experimental Establishment, Shoeburyness.
The Experimental Station, Porton.

and to carry out at the three artillery schools, as far as lies in his power, such experiments or trials as may be required by the Director of Artillery;

(iii) keep in constant touch with the Commandant, Military College of Science, with a view to obtaining such scientific assistance as may be required;
(iv) keep in touch with the Commandant, Royal Military Academy;
(v) ensure as far as lies within his province co-operation with the Royal Navy, the Royal Air Force, and all branches of the Army. With this object in view, he will attend, or depute a representative to attend, all important experiments carried out by them that are brought to his notice.

91. The Commandant, Small Arms School, will inspect in small arms and machine gun training such units at home as he may deem desirable, including units of the T.A., Supplementary Reserve and depots. He will furnish reports to the Under-Secretary of State, The War Office.

92. The Chief Instructor, Coast Artillery School, is empowered as representing the Commandant, School of Artillery, to correspond with general and other officers in command of coast defence units on matters of technical training. He will give all possible assistance in this respect by visiting the headquarters of fire commands as may be necessary, arranging the dates of these visits in consultation with the colonel commanding R.G.A. at headquarters of commands.

93. Acting always through, or on behalf of, the Commandant, School of A.A. Defence, the Chief Instructor, A.A. Artillery, will visit the headquarters of air defence formations, both Regular Army and T.A., as may be necessary, arranging the dates of such visits in consultation with staffs of commands concerned. In order to maintain close touch with and assist the Superintendent of Experiments at Shoeburyness he will, after consultation with the Commandant, School of Artillery, arrange to detail officers to go to Shoeburyness for these purposes when necessary.

Inspection of a Unit

94. (*a*) The inspection of a unit as a whole in the field and in quarters will be so directed as to test not only the efficiency and capacity for command of the C.O., but the general efficiency of the unit as regards training, discipline, interior economy and readiness for war.

(*b*) The inspection will include all subjects, so far as they are applicable to the arm or branch of the service to which the unit belongs, contained in A.F. B 153.

(*c*) For the purpose of inspection, physical training should not, as a rule, be carried out by a body larger than a squadron or company.

95. The inspection of a company, &c., will be directed towards testing the capacity of the individual officers, section leaders and N.C.Os. generally, to act as instructors and leaders, as well as the efficiency and readiness for war attained by the rank and file of their respective commands.

96. (*a*) An officer of or above the rank of colonel-commandant will, as a rule, be accompanied by one staff officer only on his tours of inspection. When circumstances necessitate his taking another, an explanation will be given in transmitting the claim for travelling expenses. An officer below the rank of colonel commandant is not entitled, except when performing the duty of a G.O.C., or under the special authority of the G.O.C.-in-C., to be accompanied by a staff officer on tours of inspection.

(*b*) An orderly is not allowed to accompany an officer in circumstances involving expense to the public.

97. Every effort will be made to ensure the attendance of every officer and soldier at the general's inspection of the unit itself or its component parts.

98. (*a*) An inspection report on every unit*† will be made on A.F. B 153. In the case of a regular unit, the report will be retained by the G.O.C.-in-C. at home or G.O.C. abroad. On transfer of a regular unit from one command to another, the previous inspection report will be forwarded to the command to which the unit proceeds.

(*b*) Should a general officer desire to bring to the notice of the Army Council any points referred to in inspection reports on the units under his command, he will do so in a separate letter.

99. The inspection reports of a brigade commander will be addressed to the divisional commander under whom he may be serving, who will state on the same document, and in continuation of the inspecting officer's report, whether he concurs therein.

100. If an officer or a soldier desires to bring any grievance to the notice of an inspecting cavalry or infantry brigade commander or an inspecting general officer, he will be afforded an opportunity of doing so (*see* also para. **508**).

101. Whenever a general officer or brigade commander, as a result of his inspection, has occasion to mention in his report any defects or irregularities, he will also state the orders he has given with a view to their rectification. When the occasion so requires, he will direct such orders to be embodied in the permanent order book of the unit. He will also state in his report in what manner and with what effect any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat or call attention to any orders previously given, full particulars relating thereto will form part of his report. Where it is necessary to call attention to defects in barracks or make suggestions for their improvement, it will be stated whether it is proposed (i) to deal with the service in the next year's estimates, or (ii) to provide for it locally.

102. The inspection referred to in para. **89** (*a*) (ii) will be carried out as laid down for the different branches of the service concerned, but an inspecting officer, not being the G.O.C.-in-C. of the command, will not interfere either with the orders and regulations laid down in the several commands, or with the immediate control and supervision of the general commanding.

103. (*a*) The Director of Remounts will, at his discretion, periodically inspect and report on the horses of all units.

(*b*) The Director-General, Army Veterinary Services, will make such inspections of the R.A.V.C. and of the horses, forges, stables and forage barns of the mounted units and remount depots as he may consider necessary, and render such reports as the circumstances require.

---

* Separate reports on A.F. B153c are required for infantry depots.

† In the R.A. one report will be made out for each brigade, Part II of the Army Form being sub-devided into brigade headquarters and batteries. Where batteries are no brigaded a report will be made out for each battery.

SECTION III.—THE STAFF

1.—ORGANIZATION

104. The staff of the Army (exclusive of India) consists of:—

(*a*) The staff at the War Office, which is divided into:—

(i) The General Staff branch.
(ii) The Adjutant-General's branch.
(iii) The Quartermaster-General's branch.
(iv) The Master-General of the Ordnance's branch.
(v) The Under-Secretary of State's branch.

(*b*) The staff in commands, areas and garrisons, at home and abroad, which is divided into :—

(i) The General Staff branch.
(ii) The Adjutant-General's branch.
(iii) The Quartermaster-General's branch.

The distribution of the staff is given in the Monthly Army List.

2.—APPOINTMENTS

105. Except in India, appointments to the staff of the Army will be made by the Secretary of State on the recommendation of the military members of the Army Council. Such appointments are submitted to the King for approval. In India such appointments will be made by the Commander-in-Chief in India under Indian Army Regulations.

106. (*a*) Except in special circumstances, officers for employment on the staff of the Army are selected exclusively from the regular forces, including the Royal Marines.

(*b*) With certain exceptions specified in the Pay Warrant, appointments to the staff will be for four years. On completing the term of his staff appointment an officer, if below the rank of substantive lieutenant-colonel, will return to regimental duty for a period of not less than one year. In exceptional cases the term of a staff appointment may be extended in the interests of the service, and under similar exceptional conditions a fresh appointment may be made irrespective of the time already spent upon the staff or in the performance of other duties.

107. (*a*) An officer is not qualified to hold a staff appointment:—

(i) until he has been four years in the service, unless special authority has been obtained;

(ii) unless he has passed the examination for promotion to the substantive rank next above that held by him when selected for the appointment, except where there is no reasonable probability of his promotion until after he has completed his tenure of the appointment. In such cases it will rest with the officer to pass the examination for promotion before his turn for promotion arrives, whether this occurs before or after the completion of his tenure. Should he have failed to qualify for promotion when his turn comes, he will be superseded.

(*b*) As a general rule, an officer will not be selected to hold an appointment on the staff unless he has graduated at the Staff College.

108. (*a*)—Officers on the staff in India (unless seconded, or excepted from the operation of this rule by special authority) are required to vacate their apppointments on their regiments quitting the country.

(*b*) An orderly is not allowed to accompany an officer in circumstances involving expense to the public.

97. Every effort will be made to ensure the attendance of every officer and soldier at the general's inspection of the unit itself or its component parts.

98. (*a*) An inspection report on every unit*† will be made on A.F. B 153. In the case of a regular unit, the report will be retained by the G.O.C.-in-C. at home or G.O.C. abroad. On transfer of a regular unit from one command to another, the previous inspection report will be forwarded to the command to which the unit proceeds.

(*b*) Should a general officer desire to bring to the notice of the Army Council any points referred to in inspection reports on the units under his command, he will do so in a separate letter.

99. The inspection reports of a brigade commander will be addressed to the divisional commander under whom he may be serving, who will state on the same document, and in continuation of the inspecting officer's report, whether he concurs therein.

100. If an officer or a soldier desires to bring any grievance to the notice of an inspecting cavalry or infantry brigade commander or an inspecting general officer, he will be afforded an opportunity of doing so (*see* also para. 508).

101. Whenever a general officer or brigade commander, as a result of his inspection, has occasion to mention in his report any defects or irregularities, he will also state the orders he has given with a view to their rectification. When the occasion so requires, he will direct such orders to be embodied in the permanent order book of the unit. He will also state in his report in what manner and with what effect any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat or call attention to any orders previously given, full particulars relating thereto will form part of his report. Where it is necessary to call attention to defects in barracks or make suggestions for their improvement, it will be stated whether it is proposed (i) to deal with the service in the next year's estimates, or (ii) to provide for it locally.

102. The inspection referred to in para. 89 (*a*) (ii) will be carried out as laid down for the different branches of the service concerned, but an inspecting officer, not being the G.O.C.-in-C. of the command, will not interfere either with the orders and regulations laid down in the several commands, or with the immediate control and supervision of the general commanding.

103. (*a*) The Director of Remounts will, at his discretion, periodically inspect and report on the horses of all units.

(*b*) The Director-General, Army Veterinary Services, will make such inspections of the R.A.V.C. and of the horses, forges, stables and forage barns of the mounted units and remount depots as he may consider necessary, and render such reports as the circumstances require.

---

* Separate reports on A.F. B153c are required for infantry depots.

† In the R.A. one report will be made out for each brigade, Part II of the Army Form being sub-devided into brigade headquarters and batteries. Where batteries are no brigaded a report will be made out for each battery.

(*b*) The orders comprised under each class will be divided into numbered paragraphs, each dealing with a separate subject, but the numbering for both classes combined will be consecutive throughout the year. Each order will be prepared by the staff officer or head of the service or department concerned.

(*c*) Orders should, as a rule, be embodied under one heading containing the name of the officer issuing the orders, the command or force to which the orders refer, and the date and place of issue.

(*d*) General staff orders should be signed by the senior general staff officer, or, in his absence, by the next senior, or if there be no next senior, by a staff officer not belonging to the general staff branch whom for the time being the G.O.C. may empower to sign general staff orders. Orders relating to administration should be signed by the officer i/c administration, or, in his absence, or, if there be no officer i/c administration, by the senior staff officer present belonging to either the adjutant-general's or the quartermaster-general's branch of the staff. A staff officer signing orders will add to his signature his rank and the title of the appointment which he holds on the staff. A staff officer not belonging to the general staff branch, but temporarily authorized to sign general staff orders, will append to his signature his rank and the words "For general staff officer." A staff officer signing orders relative to administration on behalf of the officer i/c administration will append to his signature his rank and the words "For officer i/c administration."

(*e*) These instructions do not apply to orders issued under service conditions, *i.e.*, on manœuvres and at staff rides, when the instructions contained in Field Service Regulations will be followed.

114. The duty of mobilizing the troops rests with the officer i/c administration, the general staff branch assuming the direction of the movements of units when their mobilization is reported complete. The allocation of work in regard to training between the general staff branch and the officer i/c administration will be made on the lines laid down in Appendix XV.

The General Staff Branch

115. (*a*) The duties of the general staff branch at the War Office are to advise on the strategical distribution of the Army, to supervise the education of officers and other ranks, and the training and preparation of the Army for war, to study military schemes, offensive and defensive, to collect and collate military intelligence, to direct the general policy in Army matters and to secure continuity of action in its execution. (*See* Appendix III.)

(*b*) The duties of the general staff branch in commands, &c., are to assist the officers on whose staffs they are serving in promoting military efficiency, especially in regard to the education of officers and other ranks and the training of the troops, and to aid them in carrying out the policy laid down by the Army Council.

116. Subjects which the general staff branch will supervise include schemes of defence in the command, organization for war, preparation of officers for the Staff College, staff tours, preparation and execution of schemes for concentrations, manœuvres and field operations, intelligence and military security duties, and reference and officers' mess libraries.

The Adjutant-General's and Quartermaster-General's Branches

117. The duties of the adjutant-general's branch include questions relating to organization, establishments, recruiting, discipline, personal services, reliefs, medical services, interior economy, military prisons and detention barracks, army schools, mobilization, medals, discharges, casualties, army reserve and employment of reservists and discharged soldiers.

118. The duties of the quartermaster-general's branch include questions relating to movements of troops, issue of routes, appropriation, occupation and equipment of barracks and hospitals, hire of buildings or supplement barrack accommodation, and arrangements for camps.

Officer i/c Administration

119. (a) In the staff of each G.O.C.-in-C. there is appointed an officer styled the officer i/c administration who co-ordinates the duties of the adjutant-general's and quartermaster-general's branches in the command.

(b) This officer is directly responsible for the efficient working of the administrative services and departments of the command under the orders of the G.O.C.-in-C., whose approval or otherwise he will obtain on all questions involving policy or principle. Officers of the adjutant-general's and quartermaster-general's branches will co-ordinate the working of the services and departments as regards the maintenance services and training requirements of the troops in the command, in accordance with the general instructions given by the officer i/c administration.

(c) In the absence of the officer i/c administration no officer will be detailed to act for him, and the maintenance services and training requirements of the troops in the command will be co-ordinated by the appropriate staff officers. Each head of a service or department will carry on his own duties.

120. The officer i/c administration will deal direct with the local heads of services and departments on all matters affecting the efficiency of their service or department in the command, and they will at all times have direct access to him.

121. He will correspond direct with the War Office on all subjects not involving questions of policy or principle, subject to any orders which the G.O.C.-in-C. may give.

122. He will exercise the financial powers given by regulation to a G.O.C. He may delegate his financial authority to his administrative subordinates, as laid down in Appendix IV. The discretion as to this delegation rests with the officer i/c administration, who will not thereby be relieved from ultimate financial responsibility.

123. He will prepare such annual estimates as may be required, including in the estimates such sums as are required for training purposes, and taking steps to co-ordinate the estimates of the services and departments.

124. He will be responsible to the Army Council and, on their behalf, will see—

(a) that the money voted by Parliament is not expended without due authority under the rules laid down by Parliament and the Treasury;

SECTION IV.—SERVICES AND DEPARTMENTS

1.—THE WAR OFFICE

130. Officers of services and departments serving at the War Office are on the respective staffs of the members of the Army Council. The duties of members of council are defined in Appendix III.

2.—COMMANDS AND GARRISONS AT HOME AND ABROAD, EXCLUDING INDIA

General Instructions

131. Subject to the provisions of para. **119**, heads of services and departments will deal direct with the officer i/c administration, and will correspond direct with their subordinates throughout the command on all subjects connected with their technical duties. On matters of importance, in their capacity as technical advisers, the C.E. and the D.D.M.S. attached to the headquarters of the command will have the right of direct access to the G.O.C.-in-C.

132. (*a*) Officers of services and departments are under divisional, brigade, or other local commanders, for purposes of discipline and interior economy only. They will correspond direct on all subjects connected with their technical duties with the head of their service or department at command headquarters.

(*b*) They will, except in matters of a routine nature, keep the local commanders acquainted with the instructions they receive and the proposals they put forward connected with the health, comfort, food, equipment and accommodation of troops. Should the local commanders dissent from such instructions, they will address the officer i/c administration, explaining their objections. Officers of services or departments concerned, when submitting their proposals to the heads of services and departments at command headquarters, will obtain and forward at the same time the concurrence or otherwise of the local commanders.

Duties of the Royal Army Service Corps

133. The officers of the R.A.S.C. are entrusted with furnishing transport, fuel, light, and supplies, for the use of all branches of the Army, with the provision, inspection, storage, issue and repair of mechanical transport vehicles driven by R.A.S.C. personnel, and the provision and custody of the reserves, stocks of spare parts, &c., required for such vehicles, and with the allotment of barracks and quarters and their equipment, as laid down in Regulations for Supply, Transport, and Barrack Services.

Duties of the Royal Army Medical Corps, and of the Army Dental Corps

134. The duties of officers of the R.A.M.C. and officers removed therefrom, are defined in Regulations for the Medical Services of the Army and in Standing Orders for the Royal Army Medical Corps. Medical

SECTION V.—OFFICERS—APPOINTMENTS, PROMOTION, PRECEDENCE, POSTING, EXCHANGE, TRANSFER, CONFIDENTIAL REPORTS, AND RETIREMENT

1. APPOINTMENTS

General Instructions

141. (*a*) All military appointments, promotions, transfers, retirements, resignations and removals are published in the *London Gazette*. Notifications so published will be official for all military purposes. Postings to infantry battalions are not necessarily made in accordance with gazette notices. Copies of the *London Gazette* are transmitted to each G.O.C.-in-C. to enable him to notify, in orders, such details as affect his command.

(*b*) Information regarding the rules for promotion and the rates of pay of the various ranks and appointments is contained in the Pay Warrant. The mode of issue is laid down in the Army Council's instructions appended to the section of the Pay Warrant headed "Rules for the issue and cessation of pay, &c."

(*c*) An officer may receive his pay either from the official agent of his corps or department or from the command paymaster, as he may elect. If he is in the payment of the agent, he may instruct the latter either to credit his pay, as it accrues, to a private account or to remit to himself direct or to any bank which he may select. The Army Council exercise no control over, and accept no responsibility for, the banking business conducted by firms appointed to act as army agents.

142. An officer, on joining a unit or depot, will report himself personally to his C.O., and an officer joining a garrison or station for duty other than regimental will report himself personally to the O.C. the garrison or station.

First Appointments

143. (*a*) Appointments to first commissions in the Regular Army are governed by the provisions of the Pay Warrant, which contains also information regarding the various special appointments open to officers.

(*b*) Special regulations are issued containing information regarding:—

(i) Admission to the Royal Military Academy, Woolwich, and the Royal Military College, Sandhurst, and for first appointments therefrom to the Regular Army.

(ii) The grant of regular commissions to university candidates.

(iii) The conditions under which N.C.Os. of the Regular Army may be granted commissions as second-lieutenants in the corps mentioned in para. 173.

(iv) The grant of permanent commissions in the cavalry, infantry, R. Tank Corps, and R.A.S.C. to officers of the T.A.

(v) The grant of permanent commissions in the cavalry, infantry, R. Tank Corps and R.A.S.C. to officers of the supplementary Reserve and the Channel Islands Militia;

(vi) The grant of permanent commissions in the cavalry, infantry, R. Tank Corps and R.A.S.C. to officers of the King's Own Malta Regiment.

(vii) The grant of permanent commissions in the Household Cavalry and Foot Guards to officers of the supplementary List of the Regular Army Reserve of Officers of the Household Cavalry and Brigade of Guards.

144. (*a*) An O.C. a unit, when recommending a warrant officer or N.C.O. for promotion to a commission as second-lieutenant, will forward the following documents—(i) copy of the candidate's record of age and service, on A.F. B 200; (ii) copies of his conduct sheets completed to date of recommendation; (iii) A.F. B 2081.

(*b*) A candidate for a commission with the appointment of quartermaster must be of exemplary character, in possession of a 1st class certificate of education, and recommended by a C.O. or a senior officer of the regiment or corps to which he belongs. A registered list of cavalry, R.A., infantry and R. Tank Corps candidates for appointment to quartermasterships is kept at the War Office, and recommendations on behalf of candidates may be submitted through the usual channels at any time. Candidates for the R.A. must have attained the rank of warrant officer, Class I, and hold the appointment of regimental serjeant-major, and those for cavalry, infantry and R. Tank Corps must have attained the rank of warrant officer, Class I, or the appointment of regimental quartermaster-serjeant, before their names are registered. Recommendations should be submitted on A.F. B 2064.

145. Before this recommendation is forwarded to the Under-Secretary of State, The War Office, the candidate will be seen by a brigade or area commander, who will record thereon his own opinion as to whether the candidate is in every way eligible for a commission. When a warrant officer or N.C.O. who has been recommended for a commission changes station, the recommendation should be notified to his new C.O.

146. Warrant officers and certain N.C.Os. may, at any time within two years prior to their discharge, be recommended for temporary commissions with appointment as quartermasters, &c., on mobilization, under the conditions laid down in Appendix XVI.

147. An officer on first appointment to a commission in the Army, or on restoration from half-pay, will be required, if his unit is serving at home, to join it within one month from the date of his appointment or restoration, or, if it is stationed abroad, to embark, within two months from the date of such appointment or restoration. These periods may be curtailed should the exigencies of the service require it.

Special Appointments

148. An officer, except in the case of an adjutant or assistant adjutant of the regular forces, is not qualified to hold a special appointment unless he possesses the qualifications laid down in para. 107 (*a*) (i) and (ii).

149. For appointment as C.R.E. in peacetime officer must have qualified technically by passing a test. The instructions for carrying out this test are contained in Appendix XXII.

Adjutant and Assistant Adjutant of Regular Forces

150. (*a*). A.C.O. will report to the G.O.C.-in-C.* the name of the officer serving under his command whom he recommends for the appointment of regimental or battalion adjutant, stating whether the officer has previously served as such and whether he has been through the courses of instruction referred to below. The G.O.C.-in-C., if he approves, will confirm the appointment and notify it to the War Office, if possible one month before the vacancy occurs. An officer will not, except in very exceptional circumstances, have his term prolonged, or serve a second term. In the case of adjutants of the R.A., R.E., R. Signals, R. Tank Corps, and R.A.S.C., should there be no suitable officer in the command, the G.O.C.-in-C. will apply to the Under-Secretary of State, The War Office.

(*b*) An officer, except in very special circumstances, will not be appointed adjutant of a cavalry regiment unless he has qualified at the Cavalry School, either at Netheravon or Saugor, or at the Equitation School, Weedon. In the case of the R. Tank Corps, an officer will only in very exceptional circumstances be appointed who has not qualified as an instructor in driving and maintenance at the Royal Tank Corps Central Schools at home or at the Royal Tank Corps School, India.

151. (*a*) An officer appointed adjutant (except in the case of R.A., R.E., R. Signals, or schools of instruction), whose duties include the training of other ranks, will, if not in possession of physical training qualifications, shortly before, or as soon after appointment as possible, go through a course of physical training at the Army School of Physical Training, Aldershot.

(*b*) It is essential that the adjutant of a depot (of any arm of the service) should attend one of these courses.

152. (*a*) A subaltern qualified in rifle and light machine gun at the Small Arms School will be appointed assistant adjutant in units where that appointment is allowed by establishment.

(*b*) He will specially assist his C.O. in the instruction of recruits in the rifle, bayonet and light automatic.

(*c*) He will be assisted by the warrant officer or N.C.O. instructor in weapon training, and will be exempt from garrison and regimental duties while performing his special duties, but at other times he will be available for any duty.

(*d*) In the R. Tank Corps, if assistant adjutants are authorized, they will assist the C.O. in all matters connected with weapon training. An officer will not be appointed assistant adjutant unless he has qualified at an instructor's course in gunnery at the Royal Tank Corps Central Schools, or at the Royal Tank Corps School, India.

Adjutants, other than those of the Regular Forces

153. (*a*) Appointments as adjutants in the T.A. and Supplementary Reserve will be made at the War Office, priority being as a rule granted in the infantry to officers of the line battalions of the regiment to which the battalion concerned belongs or is affiliated. Recommendations of officers

* In the Brigade of Guards, the G.O.C., London District.

for appointment as adjutants will be put forward through G.Os.C-in-C. by the C.O. of the unit in which the candidate is serving or has last served. In the case of officers serving at infantry depots, the recommendation of the O.C. the battalion to which the officer belongs must be obtained in addition to that of the O.C. the depot. The certificate under para. 156 will be obtained from the former officer.

(*b*) The conditions under which a T.A. or Supplementary Reserve officer may be appointed adjutant of a T.A. or Supplementary Reserve unit are laid down in Territorial Army Regulations and Supplementary Reserve Regulations. The appointment of adjutants to Officers Training Corps units will be made in accordance with the regulations for that corps.

(*c*) An application will not be submitted on behalf of an officer who has already completed a term of employment as adjutant of the T.A. or Supplementary Reserve.

154. For appointment as adjutant a candidate from the regular forces must have qualified:—

(i) For promotion to the next higher substantive rank, except where there is no reasonable probability of his promotion until after he has completed the tenure of his appointment. Should such probability arise whilst an officer is holding an appointment as adjutant, it will rest with him to pass the examination for promotion before his turn for promotion arrives, whether that occurs before or after the completion of his tenure. Should he have failed to qualify for promotion when his turn comes, he will be superseded, and will be required to relinquish his appointment as adjutant if still holding it; he will also be liable to be placed on half pay if he cannot be absorbed into the regimental establishment.†

(ii) At the Small Arms School, Hythe Wing, or at a Small Arms School in (*a*) rifle *, and (*b*) light gun *, except for an appointment to R.A., R. Signals, R. Tank Corps, R.A.S.C. or R.A.M.C.

---

* Courses which count as "Qualifying" for this purpose are:—

(*a*) *Rifle*—

(i) Qualifying course at Small Arms School, Hythe Wing, or
(ii) Qualifying course at rifle wing of a small arms school, or
(iii) Assistant adjutant's course, or
(iv) Course for officers i/c musketry at depots, or
(v) Adjutant's course, or
} at Small Arms School, Hythe, prior to March, 1926.
(vi) Qualifying course at School of Musketry, Bloemfontein, or Roberts' Heights, Pretoria.

(*b*) *Light gun*—

(i) Qualifying course at Small Arms School, Hythe Wing, or
(ii) Qualifying course at a small arms school (other than Zeitoun), or
(iii) Course for officers i/c light gun training in battalions, or
(iv) Course for officers i/c light gun training at depots, or
(v) Adjutant's course, or
} at Small Arms School, Hythe, prior to March, 1926.
(vi) Qualifying course at light gun wing of small arms branch of Imperial School of Instruction, Zeitoun, Egypt (from August, 1920).

N.B.—The following courses qualify an officer in both rifle and light gun—

(i) An adjutant's course at the Small Arms School, Hythe, or
(ii) A long qualifying course at the Small Arms School, Hythe, or
(iii) A combined course at a small arms school in India, or
(iv) A qualifying course at the Small Arms School, Hythe Wing.

† Article 435 (*b*), Pay Warrant, 1926.

(iii) In the case of appointment to the yeomanry, in the Vickers machine gun, at the Machine Gun School at home or in India, or at the Small Arms School, Netheravon Wing. Should an officer be appointed without this qualification, he will be required to attend and pass a qualifying course at the Small Arms School, Netheravon Wing, within a year of his appointment.

(iv) In the case of the R. Tank Corps, at an instructors' driving and maintenance course, at the Royal Tank Corps Central Schools at home, or the Royal Tank Corps School, India.

(v) Either before or as soon after appointment as possible at a short course of physical training at the Army School of Physical Training, Aldershot.

155. An officer selected for appointment as adjutant to a R.E. unit, where the recruits are trained away from the depot, will be required to comply with the conditions of para. **151.**

156. The C.O. will render a certificate to the effect that the candidate is fully qualified for the appointment and is fit to be the adjutant of his own unit.

157. An adjutant will not, except under very special circumstances, be allowed to resign with a view to returning to his regiment, even if his regiment is ordered on active service.

158. An officer of the R.E. who is an adjutant of the T.A. or Supplementary Reserve will, subject to the approval of the G.O.C.-in-C., be available for work under the chief engineer, provided that such employment does not interfere with his duties as adjutant.

Personal and other Appointments

159. (*a*) Instructions regarding the appointment of officers to the personal staff of a general officer or civil governor of a colony are contained in the Pay Warrant.

(*b*) The conditions for appointment to His Majesty's Body Guard, &c., are contained in Appendix XVII.

160. An officer appointed aide-de-camp* or assistant military secretary and aide-de-camp must have three years' service.

161. When a regimental officer has completed the period of employment on the personal staff of a general officer or civil governor, he will be required to rejoin his regiment and do duty with it for two years before he can be again similarly employed.

* By Indian regulations officers must have passed the lower standard in Hindustani before they are eligible for the appointment of aide-de-camp in India, even on probation. The rule is equally applicable to officers belonging to regiments not in India who may be selected for such appointments, and to officers of British regiments serving in India, and to officers of the Indian Army.

2.—PROMOTION

General Instructions

162. Promotion to the ranks of colonel and above is by selection, and a lieutenant-colonel, colonel or major-general will not be selected for promotion unless he is considered fully qualified:—

(i) for a colonel's (major-general's, lieutenant-general's) command and appointment; or

(ii) for a colonel's (major-general's, lieutenant-general's) command; or

(iii) for a colonel's (major-general's, lieutenant-general's) appointment

respectively.

163. (*a*) Promotion to the rank of lieutenant-colonel will be by selection, and will be given to the major best suited by his records and according to the circumstances of the case to fill the vacancy under consideration.

(*b*) Promotion in the cavalry and infantry will be given to a major within the regiment or to a major selected for accelerated promotion from another regiment.

(*c*) Promotion to the rank of lieutenant-colonel in all other corps will be given as follows:—

Records of the senior majors will be reviewed in order of seniority, and promotion will be given to those who by reason of their merit, seniority, and age, are most deserving of it. Such promotion will be given to majors in order of seniority or in such order as may be decided.

In the R.A.P.C. promotion to the rank of lieutenant-colonel follows, under Article 175, Pay Warrant, 1926, after 5 years' service as a staff paymaster.

(*d*) In the event of a major being passed over for promotion, his supersession will be temporary or permanent; the former means that the officer will be considered for promotion to fill a subsequent vacancy. A major who is permanently superseded will be relegated to the half-pay list when such procedure is in accordance with the Pay Warrant.

(*e*) When an officer is extra regimentally employed on a date two years prior to that on which he will by seniority be due for promotion to the rank of lieutenant-colonel, his case will be considered at the War Office and it will be decided whether or not (and, if so, when) it is necessary for him to return to regimental duty to gain experience, or to be reported upon, as a regimantal officer, before being considered for promotion.

164. Promotion below the rank of lieutenant-colonel will be given within the regiment or corps, or, in the case of cavalry or infantry, to an officer selected for accelerated promotion from another regiment.

165. When selections for promotion are made the following points will be carefully examined in each case:—

(i) Whether the officer's past record justifies favourable consideration and particularly whether his promotion has been recommended with confidence by the officers under whom he has lately served.

or do not support the recommendation. In the latter case the recommendation will still be forwarded to the Under-Secretary of State, The War Office. They will be initialled by the officer reported on as laid down in Appendix XXIII.

(*b*) Before recommending an officer for accelerated promotion the unit commander, if under the rank of lieutenant-colonel, should consult, when possible, the last officer not below the rank of lieutenant-colonel under whom the officer in question has served. It should be stated in the recommendation if this has been done.

(*c*) Recommendations in the case of subalterns will, whenever possible, be accompanied by independent recommendations written by the two senior officers of the corps present in addition to the C.O.

(*d*) A list of all officers recommended for accelerated promotion or antedate will be kept by the command. When an officer on that list leaves the command, the latter will be responsible for notifying his name, with the necessary information concerning the recommendation, to the new command to which he is transferred. Such information will contain the number of times that the officer has been recommended for accelerated promotion, and the amount of antedate recommended (where applicable). Those officers under whom the officer is directly serving in the new command will also be duly informed. Each officer on the accelerated promotion list will be reported upon annually on the prescribed form until promotion has been received or his name removed from the list.

(*e*) If it be desired to remove an officer's name from the list the fact and reasons will be notified by the command concerned to The Under-Secretary of State, The War Office, and the officer will be informed.

(*f*) When the immediate superior of an officer, whose name is already on the list for accelerated promotion, feels that he is not possessed of sufficient knowledge of the officer concerned to submit a definite recommendation for accelerated promotion, he will complete A.F. B 195 as far as possible, and state that he is unable to report fully.

(*g*) A list of all officers who have at any time been recommended for accelerated promotion is maintained at the War Office.

Brevet Promotion

169. (*a*) Distinguished service in the field or meritorious or distinguished service of an exceptional nature other than in the field, both at regimental duty and on the staff, may be recognized by the grant of brevet promotion to the next higher rank.

(*b*) The object of brevet promotion is mainly to ensure the advancement of selected officers, in order that they should be able to reach the higher ranks of the army at the most suitable ages.

(*c*) Recommendations for brevet promotion will be considered by the Army Council half yearly. They may be submitted at any time by commands at home and abroad (in the case of India through the Commander in-Chief in India) and no special form need be used.

(*d*) An officer promoted to the rank of colonel who has previously received a brevet colonelcy or brevet lieutenant-colonelcy will count army seniority and precedence in the rank of colonel from the date of his brevet colonelcy or four years from the date of his brevet lieutenant-colonelcy, whichever is the more advantageous.

3.—COMMAND, RANK AND PRECEDENCE

General Instructions

170. The following general rules will be observed respecting the command, rank and precedence of officers:—

(i) An officer appointed to command a regiment or battalion in the Army shall exercise command over any other officers serving therein, irrespective of the date of appointment. All other officers (except those of the Indian Army) doing duty with their regiments shall take rank according to their dates of appointment in that rank to such regiments, except in cases (other than those of voluntary exchange or transfer) in which the Army Council may give officers special precedence. All officers serving together with officers of other corps shall take rank according to their respective dates of appointment to that rank in the army. Should two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a regiment or battalion, be determined by the date of their next lower rank.

(ii) If an officer be placed on the half-pay list for any other reason than wounds or sickness caused by active service in the field and be subsequently brought back to full pay in the same rank and corps or department, he shall, for precedence in his rank, take the same numerical position as he occupied when placed on the half-pay list.

(iii) If an officer placed on half-pay on account of wounds, or of sickness caused by active service in the field, be subsequently brought back to full pay in the same rank and corps or department, he shall, for precedence in his rank, revert to the original position in relation to the officers of his corps or department held by him when placed on half-pay ; provided, however, that, if he is not reported fit for general service within one year of his being placed on half-pay, he shall not be entitled to supersede any officer who may have been promoted during his absence, or have any right himself to promotion, except in ordinary succession, after restoration to full pay, in the corps or department.

(iv) Officers of the Royal Malta Artillery shall take rank and precedence below all other officers of the regular forces of the same rank.

(v) Officers of the regular forces shall, except as stated in (ix), have precedence of, and command over, officers of the Militia and of the Territorial Army of the same rank.

(vi) Officers of the Militia shall have precedence of, and command over, officers of the Territorial Army of the same rank.

(vii) Officers of the Bermuda Militia, the Channel Islands Militia and the Malta Militia shall take rank and precedence below officers of the same rank of the regular forces and of the Militia, but above officers of the Territorial Army.

(viii) Officers of the Bermuda Volunteer Rifle Corps shall take rank and precedence below officers of the same rank of the Bermuda Militia.

(ix) When serving together in the same unit the relative precedence of officers of the regular forces, the Militia, and the Territorial

Army, shall be as laid down in Regulations for the Militia and Regulations for the Territorial Army.

(x) Officers of the Supplementary Reserve of Officers shall take rank and precedence on equal terms with officers of the Territorial Army, except as stated in sub-paragraph (xi).

(xi) Officers who belonged to the Royal Monmouthshire Royal Engineers on 8th August, 1924, shall retain their Militia status and take precedence as in sub-paragraph (vi) above.

171. An officer of the regular forces posted to or appointed adjutant of the Channel Islands Militia, or the King's Own Malta Regiment of Militia, will, for regimental purposes, rank *pari passu* with other officers of the unit to which he is posted or appointed.

Command

172. (*a*) Command will be exercised by the senior officer, irrespective of the branch of the service to which he belongs, but subject to the conditions specified in paras. **173** to **176.** This rule will also apply when the senior officer is an officer of the Royal Marines or of His Majesty's Indian Forces.

(*b*) Exception may be made when an officer is specially placed in command.

173. The power of command to be exercised by officers (other than those enumerated in para. **175**) of the Household Cavalry, Cavalry of the Line, R.A., R.E., R. Signals, Foot Guards, Infantry of the Line, R. Tank Corps, R.A.S.C. and the Indian Army, will be power of command over all officers junior in rank or in seniority and over all other ranks in such corps unless otherwise directed, and over all officers and other ranks of the corps, &c., detailed in paras. **174** and **175.**

174. The power of command to be exercised by officers (other than those enumerated in para. **175**) of the R.A.M.C., Indian Medical Service, R.A.O.C., Indian Army Ordnance Corps, R.A.V.C., R.A.P.C., A.E.C., A.D. Corps, and Extra-Regimentally Employed List, will extend over all officers junior in rank or in seniority in their own corps or formation, and over all other ranks in any corps. It will also extend over such officers of any corps as may be attached for duty to, or specially placed under the command of officers of, the corps or formation mentioned in this paragraph. In the case of officers of the R.A.M.C., Indian Medical Service and the A.D. Corps, it will further extend over all ranks who are patients in military hospitals or are on the sick list and under their professional care in quarters or elsewhere.

175. The power of command to be exercised by officers specified in Articles 169, 170A and 178, Pay Warrant, 1926, and by departmental officers of the Indian Army, will be power of command over all officers of their own category or department junior in rank or in seniority, and over all other ranks in any corps. It will also extend over such officers of the corps mentioned in paras. **173** and **174** if specially placed under them.

176. Subject to the exceptions mentioned in paras. **174** and **175**, officers therein referred to will not exercise any military command outside their respective services save only in circumstances of exceptional emergency where the exercise of military command by such officers is essential

to the safe conduct of military operations. In such cases only they may be called upon by the senior officer present of the corps referred to in para. 173 to assume command of troops other than those belonging to their own corps, &c.

177. Officers of the rank of colonel and above, who are no longer shown on the strength of any corps, will retain the power of command pertaining to the corps from which they are promoted.

178. An officer employed in a colonial military appointment,* a civil appointment,* on the staff of a civil governor, under a foreign government, or in special extra-regimental employment will not be entitled, by virtue of his military rank, to assume any military command in the Army unless called out for military duty by the Army Council. He will be liable, in case of necessity, to serve on courts-martial, or to perform such military duties as the Army Council may direct.

179. When units or detachments of different corps are employed together on any duty, each unit and detachment will, subject to the orders of the O.C. the whole body, act under the immediate authority of its own commander in matters of a purely regimental character.

180. When officers or soldiers become prisoners of war, the ordinary military relations of superior and subordinate, and the military duty of obedience, remain unaltered. Any such prisoner who is guilty of insubordination or other breach of discipline in respect of his superior will be required to answer for his conduct when released.

181. An officer of the R.A.S.C. detailed for barrack duties, if specially detached from regimental duty with his corps, will not hold any military command, except over such officers and men as may be specially placed under his command.

Rank and Precedence

182. The relative precedence of permanent, local and temporary rank is as under:—

(i) Officers having permanent or local rank will take precedence of all those serving with them having temporary rank of the same grade.

(ii) Local rank granted by the King carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank, and will have effect so long as the officer is holding the appointment for which it is given.

(iii) Officers holding temporary rank will take precedence among themselves according to their permanent rank.

183. Except as laid down above, officers appointed to act temporarily in a higher rank will take rank among themselves, while so acting, according to the dates of their temporary appointments, but as junior to all permanent officers of the same grade.

184. When the Life Guards and the Royal Horse Guards do duty together, the senior regimental officer will command the whole force, and if any of the Life Guards, Royal Horse Guards, or Foot Guards be

* As defined in the Pay Warrant.

serving with any other troops, the senior officer by army rank, without respect to corps, will take upon himself the command of the whole force.

185. When the Life Guards and the Royal Horse Guards, or detachments from them, do duty together, unmixed with other corps, they will be considered as one corps, and the officers will take rank and do duty according to the dates of their commissions. The same rule will apply when the regiments of Foot Guards, or detachments therefrom, do duty together, unmixed with other corps.

186. The officers specified in paras. **174** and **175**, in virtue of their rank, and the officers of the R.A.Ch. D., in virtue of their position under Article 180, Pay Warrant, 1926, will be entitled to precedence and (subject to the provisions of the Pay Warrant and the Allowance Regulations) other advantages attached to the corresponding rank of officers referred to in para. **173**.

187. The officers referred to in paras. **174** and **175** will not be entitled to the presidency of courts-martial.

188. The seniority of officers of the R.A.O.C. in their respective departmental grades will, subject to para. **170** (ii) and (iii), be regulated by the date of their appointment or promotion to those grades.

189. Officers resigning their commissions will not retain any rank in the service, except by the King's special authority.

190. Officers of the Militia, T.A., or Supplementary Reserve, having also rank in the Army, are not permitted while serving in the Militia, T.A. or Supplementary Reserve, to avail themselves of any other rank than that which they hold by virtue of their commission in the Militia, T.A., or Supplementary Reserve. T.A. officers who have served in the Regular Army and whose commissioned service in the Regular Army and T.A. has been continuous will take precedence in the T.A. according to the original date of the corresponding rank which they held in the Regular Army whenever serving with other T.A. troops.

191. (*a*) An officer of the Regular Army Reserve of Officers or of the Supplementary Reserve of Officers on being employed on army service and appointed to a regiment or corps will be placed at the bottom of his rank in the regiment or corps to which he is appointed. He will be designated and distinguished as a "reserve officer" or a "supplementary reserve officer", as the case may be. Such officers, together with those called up for staff or extra-regimental employment, will take precedence amongst themselves according to the date of their army seniority.

(*b*) An officer who, having retired on retired pay or with a gratuity, has ceased to belong to the reserve, or who retired on account of ill health, will, on re-employment, be placed at the bottom of the rank to which he is appointed and will take precedence according to the date notified in the *London Gazette* or, when not gazetted, from the day on which he assumes duty after recall to army service. He will be designated and distinguished as a "retired officer."

192. In a corps or department in which advancement is made by grade or class, an officer recalled to duty under the Pay Warrant, or voluntarily

notify the G.O.C.-in-C. the command or the G.O.C. the district in which the depot is situated of the selection made.

(*e*) The adjutant may be appointed from either battalion.

(*f*) On 1st July annually the G.O.C.-in-C. the command or the G.O.C. the district in which the depot is situated will notify the commands at home and abroad in which the regular battalions are serving of any vacancy for an adjutant which will occur prior to the succeeding 1st June.

(*g*) If recommendations are made by G.Os.C. on behalf of both the home and foreign service battalions, the G.O.C.-in-C. the command or the G.O.C. the district in which the depot is situated will decide.

(*h*) As soon as the G.O.C.-in-C. the command or the G.O.C. the district in which the depot is situated has been notified of or has approved a nomination, he will notify the Under-Secretary of State, The War Office, of the name of the officer in question and of the date on which he has been ordered to join for duty.

(*i*) Details regarding moves between home stations will be arranged mutually between the commands concerned. Overseas reliefs will be carried out during the trooping season only.

(*j*) Officers whose tours normally expire in March, April, or May, will be ordered to embark by the last transport of the season ; the others who complete a tour during the non-trooping season will not be relieved until the following season.

(*k*) In the case of officers whose regular battalions are serving abroad, they and their reliefs will, as far as possible, embark simultaneously.

(*l*) As soon as the trooping programme is promulgated, and in any case not later than 15th August annually, G.Os.C.-in-C. commands and G.Os.C. districts in which a depot is situated will forward a nominal roll to the Under-Secretary of State, The War Office, of those officers requiring a passage to a station abroad with the approximate date of embarkation required, at the same time forwarding a copy to the G.O.C.-in-C. the command or the G.O.C. the district in which the foreign service battalion is situated.

(*m*) An officer on completing his tour as adjutant is liable to be posted to either battalion.

(*n*) When unexpected vacancies occur, either in the case of the representative of the foreign service battalion or the adjutant, during the non-trooping season, the Under-Secretary of State, The War Office, will be notified and recommendations made regarding the filling of the vacancy. The Under-Secretary of State, The War Office, will then decide whether an officer should be attached temporarily from the home service battalion, or whether the circumstances of the case necessitate the provision of a packet passage from abroad.

(*o*) On completing a tour of duty with a depot an officer will be considered as under orders to join his former unit forthwith, unless he has received instructions to the contrary.

199. In the case of the R. Tank Corps, officers will be selected for posting to the depot from lists of those recommended; these lists will be furnished half-yearly by G.Os.C.-in-C. to the Under-Secretary of State, The War Office, on 1st April and 1st October. On the expiration of their tour they will be available for posting to any unit of the corps.

200. (*a*) Only such officers will be selected as are likely to set an example of soldierly bearing, and to ensure the efficient training of young

transferred to the corps to fill a vacancy in a corresponding rank; in such a case the date of the officer's seniority in the Army Educational Corps will be the date of his appointment to the corps on probation.

Temporary employment with R.A.S.C. abroad

209. If an officer of the R.A.S.C. at a station abroad is unexpectedly removed from his charge by death, sickness or any other cause, and no other officer of the corps is available to succeed him, the G.O.C. may employ an officer temporarily to fill the vacancy. The circumstances will be reported immediately to the Under-Secretary of State, The War Office.

5.—CONFIDENTIAL REPORTS

210. A confidential report will be furnished annually (*see* Appendix XX) to the Army Council on every officer. It will be strictly confidential as between the officers reporting and the officer reported on. It will be considered privileged and will in no case be made public. Instructions for compiling the report are contained in Appendix XXIII.

211. Due weight will be given to reports whether favourable or adverse, or partly favourable and partly adverse, in considering the officer's fitness for his present appointment, for other employment or for further promotion. When an officer is not recommended for promotion in his annual confidential report he will be superseded without further reference to his C.O.* When he is reported on as not yet fit for promotion reference will be made to his C.O. before the officer is promoted. When he is recommended for promotion he may be promoted without further reference to his C.O.; but having so recommended an officer, should the C.O. subsequently have reason to believe that the officer is not yet fit, he is in no way debarred from reporting to that effect.

212. An officer reported on as unfit for retention in his present rank or employment who, after having been given ample opportunity, fails to show such signs of improvement as would justify his further retention in the service, will be dealt with in accordance with the provisions of the Pay Warrant.

213. Whenever a portion of a unit is detached under a field officer for any period exceeding six months, the O.C. unit will call upon the field officer commanding the detachment to furnish him with such reports on each officer as may enable him to complete his own report.

214. Reports on every second lieutenant of less than 2 years' service will be accompanied by special and independent reports written by each of the two next senior officers of the corps present, which will state during the first year of service that the retention of the officer in the service is, or is not, desirable, and during the second year of service will in addition state that he is, or is not, fit for promotion to the rank of lieutenant.

* The term "C.O." for purposes connected with confidential reports means the officer whose duty it is to initiate the report.

(ii) a certified true copy of his record of service on A.F. B 199A;

(iii) the recommendation of his C.O., stating whether the applicant is a good regimental officer and likely to prove a credit to the corps if transferred.

(*b*) Selected candidates will be on probation for one year, which period may be terminated earlier in the interests of the service.

(*c*) Transfers will be in the rank held by the officer on the date he joins the R.A.S.C. and the governing date of seniority in the corps will be the date notified in the *London Gazette* as that of appointment to the corps on probation. Captains are not eligible for transfer.

207. (*a*) The regulations governing the transfer, &c., of officers to the R.A.O.C. and R.A.P.C. are contained in the Pay Warrant.

(*b*) In the case of the R.A.P.C. a candidate will forward his application with a statement of his qualifications through his C.O. In transmitting the application, the C.O. will report confidentially on the qualifications of the officer, adding the following certificate:—

"I am not aware of anything affecting the honour or character of ....., and I consider him in every way fit to undertake financial duties and to be entrusted with the control of public money."

Selected candidates will be on probation for two years, during which time they will be examined periodically under instructions issued from the War Office. No officer will be permanently appointed who does not exhibit an aptitude for accounting duties, a competent knowledge of the regulations, and capacity and zeal in the performance of the work of the corps.

208. (*a*) An officer of the army not above the age of 27 years and with not less than one year's commissioned service may apply for transfer to the Army Educational Corps, through the usual channels. (In exceptional cases an officer above the age of 27 years may be transferred if it is considered desirable in the interests of the service.) He will forward with his application:—

(i) A.F. B 5129 duly completed.

(ii) A medical certificate as to his fitness for general duty at home or abroad.

(iii) A certified true copy of his record of service on A.F. B 199A.

(iv) The recommendation of his C.O. stating whether the applicant is a good regimental officer and likely to prove a credit to the Army Educational Corps if transferred.

(*b*) Candidates will appear before a board of selection consisting of the Director of Military Training (or his representative), one or more officers of the General Staff and the Chief Inspector of Educational Training, Army Educational Corps.

(*c*) Selected candidates will be on probation for six months. Transfers will ordinarily be limited to officers of the rank of second lieutenant or lieutenant, and the governing date of seniority in the Army Educational Corps will be the date notified in the *London Gazette* as that of appointment to the corps on probation. In exceptional cases, to be decided in the interests of the service, a captain or an officer of higher rank may be

transferred to the corps to fill a vacancy in a corresponding rank; in such a case the date of the officer's seniority in the Army Educational Corps will be the date of his appointment to the corps on probation.

Temporary employment with R.A.S.C. abroad

209. If an officer of the R.A.S.C. at a station abroad is unexpectedly removed from his charge by death, sickness or any other cause, and no other officer of the corps is available to succeed him, the G.O.C. may employ an officer temporarily to fill the vacancy. The circumstances will be reported immediately to the Under-Secretary of State, The War Office.

5.—CONFIDENTIAL REPORTS

210. A confidential report will be furnished annually (*see* Appendix XX) to the Army Council on every officer. It will be strictly confidential as between the officers reporting and the officer reported on. It will be considered privileged and will in no case be made public. Instructions for compiling the report are contained in Appendix XXIII.

211. Due weight will be given to reports whether favourable or adverse, or partly favourable and partly adverse, in considering the officer's fitness for his present appointment, for other employment or for further promotion. When an officer is not recommended for promotion in his annual confidential report he will be superseded without further reference to his C.O.* When he is reported on as not yet fit for promotion reference will be made to his C.O. before the officer is promoted. When he is recommended for promotion he may be promoted without further reference to his C.O.; but having so recommended an officer, should the C.O. subsequently have reason to believe that the officer is not yet fit, he is in no way debarred from reporting to that effect.

212. An officer reported on as unfit for retention in his present rank or employment who, after having been given ample opportunity, fails to show such signs of improvement as would justify his further retention in the service, will be dealt with in accordance with the provisions of the Pay Warrant.

213. Whenever a portion of a unit is detached under a field officer for any period exceeding six months, the O.C. unit will call upon the field officer commanding the detachment to furnish him with such reports on each officer as may enable him to complete his own report.

214. Reports on every second lieutenant of less than 2 years' service will be accompanied by special and independent reports written by each of the two next senior officers of the corps present, which will state during the first year of service that the retention of the officer in the service is, or is not, desirable, and during the second year of service will in addition state that he is, or is not, fit for promotion to the rank of lieutenant.

* The term "C.O." for purposes connected with confidential reports means the officer whose duty it is to initiate the report.

6.—HALF-PAY, RETIREMENT AND RESIGNATION *

215. An officer who, through medical disability, becomes unfit for duty, may be placed on the half-pay list under the terms of Article 483, Pay Warrant, 1926. Officers when placed on half-pay will report their permanent address and any subsequent change thereof to the Under-Secretary of State, The War Office.

216. (*a*) An officer who applies for permission to retire, or to resign his commission, will not quit his corps without leave until his name appears in the *London Gazette*. An officer subject to compulsory retirement should not be retained on duty after the day preceding the date of such retirement.

(*b*) Applications to resign must be accompanied by a written undertaking from the officer that he will not enter the service of a foreign power within 5 years of his resignation without first obtaining the permission of the Army Council.

217. No military authority other than the Army Council may call upon an officer to retire or resign his commission, or exert any pressure on him to do so

218. In forwarding an application from an officer to retire or resign his commission, a C.O. will, when such application is the result of misconduct, or anything affecting the officer's honour or character as a gentleman, state all the circumstances and particulars of the case. A G.O.C.-in-C. will ascertain that the statement gives a complete account of the case before forwarding it to the Under-Secretary of State, The War Office.

219. Any officer who, under Article 526 or 528, Pay Warrant, 1926, is called upon to retire or to resign his commission will, on submitting an application through the usual military channels, be accorded an interview with a member of the Army Council in order that he may have an opportunity of further stating his case should he so desire.

220. (*a*) When forwarding the application of an officer to resign, or to retire with gratuity, the C.O. will state whether:—

(i) all regimental claims have been paid.
(ii) he is aware of any outstanding public claim.
(iii) there is any objection to the retirement being sanctioned.

(*b*) A certificate as regards (*a*) (ii) will also be obtained from the command paymaster, and will be transmitted to the Under-Secretary of State, The War Office, with the application.

(*c*) The full amount of all claims will be reported to the Under-Secretary of State, The War Office, as soon as practicable, for decision as to the amount to be retained from any gratuity payable. The statement as regards claims is not required in cases of retirement on retired pay.

(*d*) An officer at home on leave from abroad wishing to retire should submit his application through his C.O. and not direct to the Under-Secretary of State, The War Office.

221. An officer must notify his intended place of residence in his application to retire upon retired pay, and any subsequent change of address prior to retirement should be at once reported to the Under-Secretary of State, The War Office.

* Resignation only applies to cases in which no gratuity or retired pay is granted to an officer on leaving the service; retirement applies to all other cases.

SECTION VI.—SOLDIERS—SERVICE, PRECEDENCE, PROMOTION, EMPLOYMENT, TRANSFER AND DISCHARGE

1.—SERVICE

Conditions of Extension, &c.

222. (*a*) Any extension of service, re-engagement to complete 21 years' service, or continuance beyond 21 years, will be allowed only on the understanding that the applicant is willing to extend, re-engage or continue under such conditions regarding pay and service as may be laid down by the Army Council from time to time.

(*b*) Every extension of service, re-engagement to complete 21 years' service or continuance in the service beyond 21 years is subject to the provisions of Articles 1014 to 1021, Pay Warrant, 1926, regarding discharge on attainment of the age limits therein prescribed.

Extension of Service of Soldiers serving on Special Short Service Engagements

223. The conditions under which soldiers serving on special short service engagements may extend their service will be [illegible] Army Orders from time to time.

Extension of Service to Complete Periods [illegible] 12 years with the Colours

224. (*a*) Soldiers who enlisted for normal [illegible] term of colour service is less than the period [illegible] allowed to extend their service with the colours [illegible] the requirements of the corps as notified by [illegible] The War Office, to officers i|c records [illegible] extension of colour service is allowed, [illegible] i|c records.

(*b*) Applicants must have completed [illegible] character, and medically fit for service [illegible] agree to extend their service to complete [illegible] periods:—

- Household Cavalry .. [illegible]
- Cavalry of the Line .. [illegible]
- R.A. .. .. .. [illegible]
- R.E. .. .. .. [illegible]
- R. Signals .. .. [illegible]
- R. Tank Corps .. [illegible]
- R.A.S.C., M.T. (driver [illegible]
- R.A.O.C. .. [illegible]
- R.A.V.C. .. [illegible]
- R.A.S.C., except M.T. [illegible]
- All other corps [illegible]

† The term "normal [illegible] Army whose period of [illegible] the colours and part with [illegible]

(*c*) On completion of the above periods the soldier is liable, if serving abroad, to be retained with the colours for a further period not exceeding 12 months.

(*d*) Extension of service will be carried out on A.F. B 221.

(*e*) Soldiers who are permitted to extend their service under this paragraph should be warned by their C.O. that subsequent extension of service with the colours will be dependent on vacancies existing in the quota allowed for extension to 12 years.

Extension of Service to Complete 12 Years with the Colours

225. A warrant officer, Class I, has the right at any time to extend his service to complete 12 years with the colours, provided that he is medically fit for service at home and abroad.

226. Instructions will be issued annually to officers i/c records, showing the maximum number of warrant officers, Class II, and other ranks who can be permitted to extend their service to complete 12 years with the colours during the succeeding 12 months.

227. (*a*) Extension of service to complete 12 years with the colours will be subject to vacancies existing in the annual quota allowed, and to the approval of the officer i/c records. Subject to these conditions, extension will be permitted in the case of all soldiers serving on normal engagements, other than warrant officers, Class I, including those who extend under the following sub-heads :—

(i) A warrant officer, Class II, or N.C.O. not below the rank of serjeant, may be permitted to extend his service, provided that he is medically fit for service at home and abroad and is recommended by his C.O.

(ii) Soldiers below the rank of serjeant who are medically fit for service at home and abroad and are recommended by their C.O., may be permitted to extend their service after they have entered their last year of colour service (*i.e.*, the 6th, 7th, 8th or 9th year of colour service according to the terms of their current engagements).

(iii) Soldiers selected for a course of instruction at the undermentioned schools who have not the requisite unexpired colour service may, provided that there are no other suitable soldiers available with the requisite unexpired colour service, be permitted to extend, even though they have not entered the last year of their colour service :—

Equitation School

Small Arms School (Small Arms and Machine Gun Wings)

School of Artillery
(*a*) Gunnery staff course.
(*b*) Short course.

School of Cookery
(*a*) Serjeant-cooks' course.
(*b*) Selected cooks' course.

School of Music
(*a*) Students' course.
(*b*) Pupils' course.

School of Signals

School of Education

Military College of Science
(*a*) Range finding.
(*b*) Mechanical traction.
(*c*) Cycle repair.
(*d*) Cycle fitters.

and medically fit for service at home and abroad, be allowed, in accordance with Section 84 of the Army Act, to re-engage to complete a period of 21 years' service, as defined in the following table. This period will be reckoned from the date of attestation, and will include any period previously served in the reserve. A soldier who has 9 or more years' pensionable service on a former engagement and will, in consequence, have a total of at least 21 years' pensionable service on completion of his current 12 years' engagement, will not be permitted to re-engage. This includes the soldier whose former service is debarred by a break of over 5 years from reckoning for pension under the Pay Warrant, 1926, but who has reserved rights under the Pay Warrant, 1914, and will be eligible for pension at 1914 rates on discharge from current engagement.

Rank (1)	When re-engagement may be carried out (2)	Conditions (3)	Officer to approve (4)
(i) Warrant officer, Class I or II, staff serjeant and serjeant.	At any time after completion of 9 years' service on current attestation	Subject only to the veto of the G.O.C.-in-C.: in India, G.O.C. division. (Re-engagement will not be refused without reference to higher authority as above)	(*a*) The C.O. (as defined in para. 368). In the R.A.M.C., R.A.O.C., R.A.V.C., R.A.P.C., and M.P.S.C., the officer i/c records will be considered the C.O. (*b*) In the case of personnel on loan to colonial governments, the officer i/c records, on the recommendation of the O.C. unit with which the soldier is temporarily serving.
(ii) Soldiers selected for a course referred to in para. **227**(*a*) (iii) who have not the requisite unexpired service.	After completion of 9 years' service on current attestation.	Provided that there is no other suitable soldier with the requisite unexpired service.	Do. Do.
(iii) Other soldiers ..	At any time after the completion of 11 years' service on current attestation.	—	Do. Do.

232. (*a*) A re-engagement will be carried out on A.F. B 136 and will be approved by the competent military authority as stated in the table in para. **231**, but a soldier will not be permitted to re-engage (i) if sent home in consequence of declining to re-engage while serving abroad, or (ii) if sent home from abroad for discharge having 12 years' service or upwards or (iii) if, not having re-engaged though eligible to do so, he is retained at home, or is sent home, through having insufficient unexpired colour service to proceed, or to remain, abroad or (iv) if he has started a vocational training course, unless in exceptional circumstances

it is specially authorized by the Under-Secretary of State, The War Office (*see* para. 1618).

(*b*) On completion of the re-engagement (21 years) a soldier is liable, if serving abroad, to be retained with the colours for a further period not exceeding 12 months.

233. When a soldier is considered to be physically unfit to re-engage a medical board will decide whether such is the case.

234. When a soldier, eligible to re-engage, desires to re-engage in another corps, application for transfer for the purpose of re-engaging will be made as directed in para. 302 (v).

235. The re-engagement of a soldier serving on the India Unattached List will be subject to approval by the head of the department in India concerned.

Continuance in the Service beyond 21 Years

236. The competent military authority for the purpose of authorizing continuance in the service beyond 21 years under Section 85 of the Army Act is the officer i/c records concerned, who is empowered to approve continuance in the service (which should be carried out on A.F. B 221) as follows.

237. (*a*) Warrant officers, Class I, will be permitted by the officer i/c records, when serving in the last year of their current engagement, to continue in the service beyond 21 years for such period as may be necessary to enable them to complete five years in the rank of warrant officer, Class I, provided that—

(i) there are no supernumerary warrant officers, Class I, in the corps awaiting absorption;
(ii) their retention is desirable;
(iii) they are medically fit for service at home and abroad.

(*b*) When there are supernumerary warrant officers, Class I, in the corps awaiting absorption, the case will be submitted to the Under-Secretary for State, The War Office, for decision.

(*c*) Subsequent continuance in the service will be dealt with at the discretion of the officer i/c records, who may authorize further continuance for periods of one year at a time, provided that there are no supernumerary warrant officers, Class I, in the corps awaiting absorption, and that retention would be in the interests of the service.

(*d*) Warrant officers, Class I, under the age of 45 years will not be refused permission to continue in the service without the authority of the Army Council.

(*e*) Warrant officers, Class I, serving on the garrison staff will not, without reference to the War Office, be refused permission to continue in the service.

238. Soldiers who enlisted as boys, or as men between the ages of 17 and 18, and whose qualifying service reckons from the date of attaining 18 years of age, may be permitted by the officer i/c records, when serving in the last year of their current engagements, to continue

in the service for such period as may be necessary to enable them to complete 21 years' service from the date of attaining the age of 18 years, provided that they are efficient soldiers, are recommended by their C.O., and are medically fit for service at home and abroad. No application for continuance under the provisions of this paragraph will be refused without reference to the G.O.C.-in-C. or G.O.C. concerned.

239. (*a*) In the case of soldiers other than those referred to in paras. 237 and 238, continuance in the service beyond 21 years, provided that there are no supernumeraries in the same or next higher rank awaiting absorption within the corps, may be permitted by the officer i/c records when soldiers are in the last year of their service, for fixed periods of one year at a time beyond the expiration of their current engagement, subject to medical fitness and to retention being in the interests of the service. Garrison staff personnel will not, without reference to the War Office, be refused permission to continue.

(*b*) A soldier serving on a 12 years' engagement who has 9 or more years' pensionable service on a former engagement, and is, consequently, ineligible for re-engagement under para. 231, may be considered for continuance in the service beyond 21 years under this para.

240. In certain corps, continuance beyond 21 years of all ranks (including warrant officers, Class I) will be for undefined periods or until the completion of a fixed number of years' service, details of which will be communicated to officers i/c records concerned from time to time.

241. On completion of a period of continuance in the service beyond 21 years, a soldier, if serving abroad, is liable to be retained with the colours for a further period not exceeding 12 months.

242. The continuance beyond 21 years of a soldier serving on the India Unattached List will be authorized for an undefined period, subject to approval by the head of the department under whom the soldier is serving in India. In the case of a soldier of the India Unattached List who has over 21 years' service being remanded to his British corps, his discharge will be proceeded with forthwith.

243. Continuance in the service beyond 21 years will be carried out on A.F. B 221. No soldier will be permitted to continue in the service (i) if sent home for discharge, not having applied to continue while serving abroad, or (ii) if, not having applied to continue though eligible to do so, he is retained at home, or sent home through having insufficient unexpired colour service to proceed or remain abroad.

244. (*a*) A C.O. is authorized, at any time, to bring forward for discharge a soldier (other than a warrant officer, Class I, or a soldier who has been permitted to continue under para. 238, but has not completed 21 years' service from date of attaining 18 years of age) who has been permitted to continue in the service beyond 21 years. Such a soldier will be discharged under sub-para. (xxi) of para. 370. A month's notice should, as a rule, be given him.

(*b*) Instructions as to the discharge of a warrant officer, Class I, will be found in para. 370 (xx) (*b*) and (xxiv) and in the Pay Warrant. A month's notice should, as a rule, be given to a warrant officer, Class I.

245. A soldier (including a warrant officer, Class I) allowed to continue in the service beyond 21 years may claim his discharge after the expiration

of three months' notice to his C.O. The C.O. may diminish this period in the interest of the soldier. Such discharge should be carried out under para. 370 (xxiii).

Reckoning Service towards Limited Engagement

246. (*a*) A soldier serving on his original engagement, *i.e.*, during the first 12 years of his service, forfeits the whole of his prior service and is liable to serve for the term of his original enlistment, reckoned from the date of conviction or of the order dispensing with his trial—

(i) on conviction, by court-martial, of desertion or fraudulent enlistment, or

(ii) if liable to trial, upon his trial being dispensed with on confession of desertion, or fraudulent enlistment.

(*b*) Similarly a soldier serving on a re-engagement who is convicted by court-martial of desertion or fraudulent enlistment, or who, being liable to trial, has had his trial for either of those offences dispensed with by the competent military authority, forfeits all prior service rendered by him during the period of such re-engagement, *i.e.*, from the day following that on which he completed twelve years' service, and is liable to serve for the term of his re-engagement, reckoned from the date of conviction or of the order dispensing with his trial.

(*c*) Service so forfeited may, subject to the following limitations, be restored:—

(i) upon promotion to the rank of serjeant;

(ii) upon completion of three years clear of entry in the regimental conduct sheet, the three years to reckon from termination of detention or imprisonment.

(*d*) Upon becoming eligible for restoration of service, a soldier will be required to elect whether he will, or will not, reckon his former service. The choice will be entered in his records of service, and will not be altered subsequently.

(*e*) The service to be restored will be:—

(i) In cases of desertion—

(*a*) if the soldier was serving on his original engagement at the date of desertion, the amounts actually reckoned at date of desertion, or

(*b*) if serving on a re-engagement at the date of desertion, the amounts actually reckoned towards completion of such re-engagement at date of desertion;

(ii) In cases of fraudulent enlistment, the amounts of service, between the date of last fraudulent enlistment and the date of disposal of offence, which were forfeited upon conviction, or dispensation with trial.

(*f*) A soldier who has served in an exemplary manner for not less than three years as a soldier of the regular forces is not liable for trial for an offence of desertion (other than desertion on active service), or of fraudulent enlistment committed before the commencement of these three years but in cases of fraudulent enlistment the service prior to such enlistment is forfeited, provided that, in the case of a soldier who has fraudulently enlisted during a period of re-engagement, only the service rendered during such re-engagement shall be forfeited. In these cases the soldier may be regarded as at once eligible for restoration of his forfeited service.

(*g*) This paragraph is sufficient authority for the restoration of forfeited service as provided for above, and will be quoted in records of service accordingly.

(*h*) Cases not covered by the above rules, in which the soldier has—

(i) performed good and faithful service, or is otherwise deemed to merit the restoration of his forfeited service; or

(ii) been recommended by a court-martial for the restoration of his forfeited service,

may be submitted for the consideration of the Army Council.

247. (*a*) A reservist, who improperly enlists into the Regular Army, will not, whether convicted of an offence under Section 33 of the Army Act or not, and whether he is held to serve on his first or his second attestation, forfeit any part of his service.

(*b*) If he is relegated to the reserve, his service will be reckoned from the date, and according to the terms, of his first attestation, and any service given on his second engagement will reckon towards discharge on his first engagement.

(*c*) If he is held to serve on his second (improper) enlistment, his service thereon will be reckoned from the date, and according to the terms, thereof. In that case though his service on his first attestation is not forfeited, it will not be allowed to reckon as "qualifying service" for pension, unless this service is allowed to reckon as qualifying service by the Army Council (*see* Article 1031 (*f*), Pay Warrant, 1926).

Reckoning Former Service and Restoration of Forfeited Service

248. (*a*) The conditions under which a re-enlisted soldier and a soldier who previously served in the Royal Navy or Royal Marines, can reckon his former service as "qualifying service" for pension are laid down in the Pay Warrant.

(*b*) In the case of a soldier who fulfils the conditions laid down in the Pay Warrant, previous service will also count as "service" for pension, and an entry will be made in his record of service, as shown in para. **1621.**

(*c*) A re-enlisted soldier who does not comply with the conditions for reckoning previous service as "qualifying service" for pension, may, if he wishes it, count his service under his previous attestation as "service" for pension, and the entry in his record of service should be worded as shown in para. **1621.** A C.O. should explain to the soldier that his former service counts as service only for the purpose of making up the total period required before claim to pension can be entertained, but that the rate of pension will depend upon his qualifying service under his present attestation.

(*d*) The Army Council may, in deserving cases, allow the past service of a soldier which has not been acknowledged by him on re-enlistment to reckon as qualifying service for the purpose of fixing his rate of pension.

Boys

249. (*a*) A boy may be enlisted in the Regular Army, under the conditions laid down in Recruiting Regulations, either as—

(i) an apprentice tradesman, or

(ii) for training as a bandsman, trumpeter, drummer, bugler, piper or tailor.

(*b*) Except where special provision is made to the contrary, boys so enlisted will count against the establishment of private soldiers in the unit in whose numbers they will be included.

250. Should a boy, enlisted for training as a bandsman, trumpeter, drummer, bugler or piper, make no progress during the first six months of his service and his commanding officer be satisfied that the lack of progress is not due to want of diligence, he may, subject to his own consent and that of his parents, be transferred to the tailor class or apprentice tradesman class; or, in the case of corps or regiments which have no tailors or apprentice tradesmen, be transferred to a corps or regiment which possesses these classes, for the purpose of being trained in a trade. Transfers will be carried out notwithstanding that the class may already have its full complement of boys. Transfer to the apprentice tradesman class will, however, be subject to the boy being in possession of a 2nd Class certificate of education. A boy who fails to attain the necessary educational qualifications may be discharged under para. 370 (xviii), "His services being no longer required."

251. A boy enlisted as an apprentice tradesman, for training as a tradesman, will be kept to his trade, and will not be transferred to any other class without permission from the War Office.

252. The number of boys allowed for training as trumpeters, drummers, buglers, pipers, or bandsmen, is authorized primarily in order that the drums and bugles may be maintained in a state of efficiency, and a boy is therefore not to be trained as a musician unless this can be done without detriment to the drums and bugles.

253. A boy enlisted to fill a vacancy in a battalion serving abroad will be sent to that battalion on the first opportunity after he has completed three months' service and has attained the age necessary for serving abroad, and will not be retained with the home battalion without permission from the War Office.

254. (*a*) A boy may be appointed bandsman, trumpeter, drummer, bugler or piper, to fill a vacancy on the establishment as such, provided that he is in possession of a 2nd class certificate of education. He will not, however, be struck off the roll of boys until he attains 18 years of age, and will continue to count against the number of boys authorized in Recruiting Regulations for his unit or corps.

(*b*) A boy on attaining 18 years of age will cease to be included in the roll of boys, and should he then be considered to be physically unfit for the ranks, he will be examined by a medical board and dealt with under para. 370 (xviii).

(*c*) Apprentice tradesmen, and boys enlisted for training as tradesmen, on attaining 18 years of age need not conform to the physical standards laid down for recruits of the same age; provided that they are found on examination to be fit for the duties of their trade, and free from organic disease, they may be passed for service in the ranks.

Rank (1)		Appointment (2)
Warrant Officers—cont.		
Warrant officer, Class II.	(i)	Master gunner, 3rd class.
	(ii)	Garrison quartermaster-serjeant. Regimental quartermaster-corporal (Household Cavalry). Regimental quartermaster-serjeant. *Armament quartermaster-serjeant. *Armourer quartermaster-serjeant. Company serjeant-major—drill serjeant (Foot Guards only). *Engineer clerk quartermaster-serjeant. *Engineer ledgerkeeper and storekeeper quartermaster-serjeant. *Experimental quartermaster-serjeant. *Clerk of works quartermaster-serjeant. Foreman of signals quartermaster-serjeant. *Laboratory quartermaster-serjeant. *Mechanist quartermaster-serjeant. *Orderly-room corporal of-horse (Household Cavalry). *Orderly-room serjeant. } When graded as quartermaster-serjeant. *Quartermaster-serjeant artillery clerk. *Quartermaster-serjeant instructor (manufacturing department). *Quartermaster-serjeant instructor, R.E., and R.Tank Corps. Quartermaster-serjeant instructor in gunnery. Quartermaster-serjeant instructor (Small Arms School and Army School of Physical Training). *Quartermaster-serjeant staff clerk. Quartermaster-serjeant, Staff quartermaster-serjeant. Regimental quartermaster-serjeant (technical).
	(iii)	Battery serjeant-major instructor in gunnery. Battery serjeant-major (Experimental). Company serjeant-major instructor in physical training. Company serjeant-major instructor in musketry. Company serjeant-major instructor (Small Arms School and School of Signals). Company serjeant-major instructor, R.E., and R. Tank Corps. Squadron corporal-major (Household Cavalry), or squadron, battery or company serjeant-major (including Foot Guards, Infantry of the Line, R. Tank Corps and Military Police). Squadron corporal-major riding instructor (Household Cavalry). Squadron corporal-major instructor in musketry (Household Cavalry). Squadron corporal-major instructor in fencing and gymnastics (Household Cavalry). Squadron serjeant-major instructor in musketry. Squadron serjeant-major instructor in fencing and gymnastics. Squadron serjeant-major riding instructor. *Warrant Officer Instructor, Class II (education).

Rank (1)	Appointment (2)	
Non-commissioned Officers and Men		
(i) Squadron quartermaster-corporal (Household Cavalry) or squadron battery, or company quarter-master-serjeant (except Foot Guards, Infantry of the Line and R. Tank Corps.)	†Battery quartermaster-serjeant instructor-in-gunnery *Orderly-room corporal-of-horse (Household Cavalry). *Orderly-room serjeant (cavalry) Foreman of signals company quartermaster-serjeant.	When ranking as squadron quarter master- serjeant or equivalent rank.
(i) Colour-serjeant ..	Company quartermaster-serjeant (Foot Guards, Infantry of the Line, R. Tank Corps). *Orderly-room serjeant. *Staff colour-serjeant.	When ranking as colour-serjeant.
(i) Staff-corporal (Household Cavalry) or staff-serjeant.	Company quartermaster-serjeant (technical). *Staff-serjeant artillery clerk. *Armament staff-serjeant. *Armourer staff-serjeant. *Engineer clerk staff-serjeant. *Engineer ledgerkeeper and storekeeper staff-serjeant. Experimental staff-serjeant. *Foreman of works staff-serjeant. *Mechanist staff-serjeant. Staff-serjeant instructor. Corporal-of-horse-trumpeter (Household Cavalry). *Engineer clerk serjeant. *Engineer ledgerkeeper and storekeeper serjeant. *Orderly-room-corporal-of-horse (Household Cavalry). *Orderly-room-serjeant Pioneer-serjeant. *Serjeant artillery clerk. Band serjeant. Serjeant-bugler. *Serjeant-cook.	When below the rank of colour-serjeant.
(ii) Corporal-of-horse (Household Cavalry) or serjeant.	Corporal-of-horse riding instructor (Household Cavalry). Band-corporal-of-horse (Household Cavalry). Cook-corporal-of-horse (Household Cavalry). Provost-corporal-of-horse (Household Cavalry). Signalling-corporal-of-horse (Household Cavalry). Provost-serjeant. Transport-serjeant. Officers'-mess serjeant. Serjeant-instructor-in-musketry (infantry depots). Serjeant drummer. *Serjeant-instructor (education). Serjeant-instructor in physical training. Serjeant-instructor (R. Tank Corps, Small Arms School and School of Signals.) *Serjeant orderly-room clerk. Serjeant-piper. Signalling-serjeant. Serjeant-trumpeter.	

† *See* reservation in para. 766.

Rank (1)	Appointment (2)
Non-commissioned Officers and Men—cont.	
(iii) Corporal, Bombardier	*Corporal orderly-room clerk. *Engineer clerk lance-serjeant. *Engineer ledgerkeeper and storekeeper lance-serjeant. *Lance-serjeant artillery clerk. Signalling corporal. Lance-serjeant. Band Lance-serjeant. Transport corporal. Provost corporal. Band corporal. *Engineer clerk corporal. *Engineer ledgerkeeper and storekeeper corporal. *Writer-corporal. *Corporal-cook. *Bombardier artillery clerk. *Bombardier-cook. Bombardier signaller (R.A.). Band bombardier.
(iv) Trooper, gunner, sapper, signalman, driver, private, guardsman, fusilier, rifleman	Lance-bombardier. *Lance-bombardier artillery clerk. *Engineer clerk lance-corporal. *Engineer ledgerkeeper and storekeeper lance-corporal. Armament-private. Armourer private. Bandsman. Boy-writer. Bugler. Driver, R.A. Drummer. Kettle-drummer. Lance-corporal. Musician. Piper Pioneer. Signaller (other than R. Signals). Trumpeter.
(v) Boy	A boy holding any appointment.

Precedence of Warrant Officers, N.C.Os. and Men

256. The status of warrant officers is inferior to that of all commissioned officers, but superior to that of all N.C.Os.

Warrant Officers, Class I

257. (*a*) The following will be the order of precedence of warrant officers, Class I:—

(i) Conductor, R.A.O.C.
Master-gunner, 1st Class.
Staff serjeant-major, 1st Class.
(ii) Master gunner, 2nd Class.
(iii) Garrison serjeant-major.
(iv) All other warrant officers, Class I.

for below for promotion in the R.A.V.C., A.E.C. and R.A.P.C., and to fill vacancies in the appointments of bandmaster, farrier-corporal-major, and farrier-serjeant-major.

(*e*) In the case of the R.A.V.C. selection will be made from the list of staff serjeants, and in the R.A.O.C., A.E.C. and R.A.P.C. the selection will be made from a specially compiled seniority list of warrant officers, Class II, and the promotion will be carried out by the officer i/c records of the corps.

(*f*) Promotion to the rank of warrant officer, Class I, with the appointment of farrier-corporal-major in the Household Cavalry or farrier-serjeant-major in the Cavalry of the Line will be authorized by the officer i/c Cavalry Records, as vacancies arise, under instructions issued from the War Office.

(*g*) Vacancies in the rank of warrant officer, Class I, with the appointment of bandmaster will be filled by the promotion of qualified students nominated by the Commandant, Royal Military School of Music, as vacancies occur. Such promotion will usually involve transfer to another regiment or corps, and will be carried out by the officer i/c records of the unit in which the vacancy has arisen, immediately after the transfer has been completed but (subject to para. **262** (*b*) (iii)) with effect from the date of the vacancy. The Commandant, Royal Military School of Music, will be the competent military authority for transfers necessitated by such promotions.

262 (*a*) When the officer i/c records concerned has approved a promotion to the rank of warrant officer, Class I, he will apply to the Under-Secretary of State, The War Office, on A.F. B 104–109 for the preparation and issue of a warrant, and will be responsible for the correctness of the date from which the promotion takes effect.

(*b*) This date will be calculated as follows:—

(i) Where a warrant officer, Class I, has been promoted or has reverted, the successor, provided at the time he is qualified in every respect, will receive warrant rank, Class I, from the date of promotion or reversion of his predecessor.

(ii) Where the vacancy is created by the decease or discharge of a warrant officer, Class I, the successor, provided at the time he is qualified in every respect, will receive warrant rank, Class I, from the date following the decease or discharge.

(iii) In cases where the successor is not fully qualified on the date the vacancy occurs, his promotion will take effect from the date on which he is so qualified and not from the date given in (i) or (ii) above, except in the case of appointments to sub-conductor R.A.O.C. (*see* para. **303** (v) (*a*)).

(*c*) All promotion to the rank of warrant officer, Class I, is complete and final from the date of publication in Part II Orders of the unit.

263. A soldier promoted to the rank of warrant officer, Class I, under the Indian government will sign a declaration of his willingness to serve under the Indian government until discharge, and will thereupon be removed from his corps.

264. A staff-serjeant-major, 1st class, of the R.A.S.C., or a conductor, R.A.O.C., will do duty as a subaltern officer, when required, but will not sit on courts of inquiry or on regimental boards. On all parades he will take post as an officer, but will not salute.

265. (*a*) Promotion to warrant officer, Class I (assistant instructor in gunnery), will be made from a combined roll of warrant officers, Class II, (assistant instructors in gunnery).

(*b*) Promotion to warrant officer, Class I (experimental serjeant-major), will be made within the experimental establishment of the respective units.

Promotion up to and including the rank of warrant officer, Class II, and appointment as lance-serjeant, lance-bombardier, or lance-corporal.

266. (*a*) Subject to para. **268**, no officer has authority to make promotions to substantive rank, temporary rank, lance appointments, or appointments to acting rank, in excess of those authorized.

(*b*) Except as provided for in sub-paras. (*m*) and (*n*) below, and in para. **324**, or in the Pay Warrant, the procedure detailed below will be followed in cases of promotion up to and including the rank of warrant officer, Class II, and of appointment to lance posts.

(*c*) Promotion rolls will be maintained by the officers specified in column 3 of the table below, and these rolls will contain, in addition to the names of personnel serving with the unit, the names of all personnel who are serving with the depot of their regiment or corps, and of all personnel who for any reason are absent for the time being from a regular unit of their corps i.e. :—

(i) the names of personnel serving at depots will be included in the promotion rolls of:—

(*a*) the home battalion in the case of infantry;

(*b*) the unit from which posted to the depot in the case of R. Tank Corps;

(ii) the names of all other regular personnel away from a regular unit of their corps (e.g., with permanent staff of the T. A. or Supplementary Reserve, schools of instruction, colonial units, &c.) will be included in the promotion rolls of:—

(*a*) the regular unit on whose establishment they were last borne —in cases where promotion is on a unit roster;

(*b*) their own corps—in cases where promotion is on a corps roster. These rolls will also include the names of personnel mentioned in para. **1181** (iv) (*b*) and **1587** (ix), who will receive consideration for further promotion provided such promotion admits of their retention in the service for a further period.

(*d*) Where promotion is made by the officer i|c records from a corps roster, the selection will be made by that officer on recommendations submitted by C.Os.

(*e*) When a promotion to the rank of warrant officer, Class II, has been approved, application will be made to the Under-Secretary of State, The War Office, on A.F. B 104-109, for the preparation and issue of a warrant.

(*f*) All promotion to the rank of warrant officer, Class II, is complete and final from the date of publication in Part II Orders of the unit.

(*g*) When a promotion to non-commissioned rank has been duly approved by the responsible authorizing officer, such promotion is complete and final from the date of publication in Part II Orders of the unit.

(*h*) Where an officer purporting to make a promotion (to other than warrant rank) or a paid lance appointment, has no authority to make such promotion or appointment, or, having authority to make such promotion or appointment, acts in contravention of these regulations controlling the exercise of such power, the promotion, &c., will be declared void. In such cases the promotion or appointment will be cancelled by the competent authority. The date of the cancellation of the promotion or appointment will be the date of the issue of the Part II Orders in which the cancellation is recorded. The promotion or appointment will be treated for all purposes, including that of record for the period prior to cancellation, as an appointment to paid acting rank only.

(*i*) Where, normally, promotion to a particular rank is made on a unit roster, but the establishment of any unit of the corps does not provide for each of the various ranks carrying a specialist appointment, promotion throughout the corps to fill vacancies in such ranks will be made by the officer i/c records concerned from a corps roster containing the names of all soldiers qualified to hold the particular rank and appointment.

(*j*) In all rolls maintained for promotion to the rank of warrant officer, Class II (for the appointment of company-serjeant-major or equivalent appointment only) the order of seniority, except in the R.A.M.C. and A.D. Corps, will be that of the date of promotion to the substantive rank of serjeant or the equivalent rank.

(*k*) In the R.A.M.C. and A.D. Corps the order of seniority for promotion to the rank of warrant officer, Class II, will be that of the date of promotion to the substantive rank of staff-serjeant.

(*l*) In cases of promotion other than to the rank of warrant officer, Class II, in all promotion rolls which include the names of soldiers of different ranks (e.g., certain specialists), the position of the name of each soldier on such roll will be decided by the order of precedence of his substantive rank and the date of promotion to that rank.

(*m*) In the A.E.C. promotion to the rank of serjeant and appointment as serjeant instructor (education) will be carried out by the Officer i/c Records, A.E.C., with effect from the date of enlistment into or transfer to the A.E.C.

(*n*) In the Armament Artificer Section, R.A.O.C., an armament artificer will, on the day of his attestation, be promoted to the rank of staff-serjeant.

TABLE A

Appointment or promotion	Roll from which promotion or appointment will be made and instructions for maintenance of rolls	Officer by whom roll is maintained	Officer authorizing the promotion or the appointment to paid lance rank
1	2	3	4
CAVALRY, INFANTRY, R. TANK CORPS AND A.E.C.			
(i) Paid lance-corporal in the clerical section, R. Tank Corps	Privates of the corps who have passed the test prescribed by the Officer i/c Records	Officer i/c Records	Officer i/c Records
(ii) Paid lance-corporal other than as in (i) above	No roll required ..	—	O.C. unit (including O.C. depot)
(iii) Corporal, with a special appointment provided for in the authorized establishment of a unit	A separate roll for each particular class of appointment, containing the names of all soldiers who hold the qualifications necessary for the particular appointment	O.C. Cavalry unit and Officer i/c R. Tank Corps Records.	O.C. Cavalry unit and Officer i/c R. Tank Corps Records.
(iv) Corporal, other than as at (iii) above	Lance-corporals on the roll referred to at para. 266 (*c*)	O.C. unit (other than O.C. depot)	O.C. unit (other than O.C.depot)
(v) Paid lance-serjeant	Corporals present with unit	O.C. unit (including O.C. depot)	O.C. unit (including O.C. depot)
(vi) Corporal-of-horse in the Household Cavalry, serjeant in the Cavalry of the Line, with the appointment of saddle-tree-maker- corporal-of horse or saddletree-maker-serjeant	Combined roll of personnel of the Household Cavalry and Cavalry of the Line who hold the necessary qualifications for the particular appointment	Officer i/c Cavalry Records	Officer i/c Cavalry Records
(vii) Corporal-of-horse in the Household Cavalry, serjeant in the Cavalry of the Line, and R. Tank Corps, with a special appointment other than as at (vi) above	A separate roll for each particular class of appointment containing the names of all soldiers of the unit, &c., who hold the qualifications necessary for the particular appointment	O.C. Cavalry unit and Officer i/c Cavalry and R. Tank Corps Records	O.C. Cavalry unit and Officer i/c R. Tank Corps Records
(viii) Corporal-of-horse in the Household Cavalry, serjeant in the Cavalry of the Line, infantry and R. Tank Corps, other than as at (vi) and (vii) above	Corporals and lance-serjeants on the roll of the unit, &c., in the order of the date of their promotion to the substantive rank of corporal (*see* sub-para. (*c*) above)	R. Tank Corps in India— O.C. group concerned. In other cases— O.C. unit (other than O.C. depot)	R. Tank Corps in India:— O.C. Group concerned in other cases — O.C. unit (other than O.C. depot).
(ix) Serjeant in the A.E.C. with the appointment of serjeant instructor (education)	No roll maintained. Men entering the A.E.C. are promoted on enlistment or transfer to that corps	——	Officer i/c Records A.E.C.
(x) Staff-serjeant in the Clerical Section, R. Tank Corps	Serjeants in Division III who have passed the test prescribed by the Officer i/c Records	Officer i/c Records	Officer i/c Records
(xi) Colour-serjeant with the appointment of company quarter-master-serjeant (Technical) in the R. Tank Corps	A roll to include the names of all soldiers who hold the qualifications necessary for the appointment	Do.	Do.

Appointment or promotion	Roll from which promotion or appointment will be made and instructions for maintenance of rolls	Officer by Whom roll is maintained	Officer authorizing the promotion or the appointment to paid lance rank
1	2	3	4
	CAVALRY, &c.—*cont.*		
(xii) Squadron quarter-master-corporal, squadron quarter-master-serjeant, [illegible] serjeant or staff-serjeant other than at (x) and (xi) above	All N.C.Os. of the rank of serjeant or equivalent rank on the roll of a regiment of cavalry, a battalion of infantry, or of the R. Tank Corps (*see* sub-para. (c) above)	*Cavalry and Infantry*—O.C. unit (other than O.C. depot). *R. Tank Corps*—O.C. i/c Records	*Cavalry and Infantry*—O.C. unit (other than O.C. depot). *R. Tank Corps*—Officer i/c Records
(xiii) Warrant officer, Class II, with the appointment of saddler-quartermaster-corporal in the Household Cavalry, saddler-quartermaster-serjeant in the Cavalry of the Line	Combined roll of the saddler-corporals-of-horse and saddler-staff-corporals-of-horse (Household Cavalry) and saddler-serjeants and saddler-staff-serjeants (Cavalry of the Line)	Officer i/c Cavalry Records	Officer i/c Cavalry Records
(xiv) Warrant officer, Class II, with the appointment of saddletree-maker-quarter-master-corporal in the Household Cavalry, saddletree-maker-quartermaster-serjeant in the Cavalry of the Line	Combined roll of saddletree-maker-corporals-of-horse and saddletree-maker-staff-corporals (Household Cavalry), and saddletree-maker-serjeants and saddletree-maker-staff-serjeants (Cavalry of the Line)	Do.	Do.
(xv) Warrant officer, Class II, in the A.E.C.	A specially compiled seniority roll to include the names of all serjeants of the corps	Officer i/c Records	Officer i/c Records
(xvi) Warrant officer, Class II, with a special appointment other than as at (xiii), (xiv) and (xv) above	A separate roll for each particular class of appointment, to include the names of all N.C.Os. of the rank of serjeant or upwards of a regiment of cavalry, or of the R. Tank Corps, who hold qualifications necessary for the particular appointment and for promotion to the rank	O.C. Cavalry unit and Officer i/c Cavalry and R. Tank Corps Records	O.C. Cavalry unit and Officer i/c R. Tank Corps Records
(xvii) Warrant officer, Class II, for appointment (other than as above) as regimental quartermaster-corporal or squadron-corporal-major in the Household Cavalry, regimental-quartermaster-serjeant or squadron-serjeant-major in the Cavalry of the Line; regimental quartermaster-serjeant or company serjeant-major in the infantry or R. Tank Corps	All N.C.Os. of the rank of serjeant or upwards on the roll of a regiment of cavalry, or a battalion of infantry, or of the R. Tank Corps (*see* sub-para. (c) above)	*Cavalry and Infantry*—O.C. unit (other than O.C. depot) and Officer i/c Records *R. Tank Corps*—Officer i/c Records	*Cavalry and Infantry*—O.C. unit (other than O.C. depot) with concurrence of Officer i/c Records *R. Tank Corps*—Officer i/c Records

TABLE B

Appointment or promotion	Roll from which promotion or appointment will be made and instructions for maintenance of rolls	Officer by whom roll is maintained	Officer authorizing the promotion or the appointment to paid lance rank
1	2	3	4
	ROYAL ARTILLERY*		
(i) At home and abroad (except India)— Up to the rank of serjeant. Of surveyors, R.A. (except those serving in a survey company, R.A.) up to and including lance-serjeant	General rolls† in each lieutenant-colonel's command. Before making promotions the lieutenant-colonel will ascertain from the officer i/c records whether there are any supernumeraries for absorption	Lieut.-Colonel	Lieut.-Colonel
(ii) At home and abroad (except India)— To battery quartermaster-serjeant	(*a*) A roll of all R.H.A. serjeants, including instructors in equitation at home and abroad (except India) (*b*) A roll of all R.A. (except R.H.A.) serjeants, including instructors in equitation at home and abroad (except India)	Officer i/c Records	Officer i/c Records
(iii) At home and abroad (except India)— To warrant officer, Class II (battery serjeant-major)	(*a*) A roll of all R.H.A. battery quartermaster-serjeants and serjeants, including unconfirmed assistant instructors in gunnery and assistant instructors in equitation at home and abroad (except India) (*b*) A roll of all R.A. (except R.H.A.) battery quartermaster-serjeants and serjeants, including unconfirmed assistant instructors in gunnery and assistant instructors in equitation at home and abroad (except India)	Do.	Do.
(iv) All above-mentioned in India	Carried out under orders of the Commander-in-Chief in India. Before any promotions can be authorized, it must be ascertained from the officer i/c records at home whether there are any supernumeraries for absorption. Promotion to the rank of warrant officer, Class II (battery serjeant-major or equivalent appointment) will be made from a general roll of batteryquartermaster-serjeants and serjeants, (including unconfirmed assistant instructors in gunnery and assistant instructors in equitation)		

* Personnel who enlisted on R.H. and R.F.A. or R.G.A. engagements, and who have not transferred to the Royal Artillery will remain on the roll of their present branch and will only be eligible for promotion to fill vacancies in their respective branches.

† Sudan Detachment, R.A., is included in roll of Light Brigade, R.A., in Egypt.

Appointment or promotion	Roll from which promotion or appointment will be made and instructions for maintenance of rolls	Officer by whom roll is maintained	Officer authorizing the promotion or the appointment to paid lance rank
1	2	3	4
	ROYAL ENGINEERS—*cont.*		
(v) Serjeant, in a special appointment provided for in the authorized establishment	A separate roll for each particular class of appointment, containing the names of all corporals who hold the qualifications necessary for the particular appointment	Officer i/c Records	Officer i/c Records
(vi) Serjeant, other than as at (v) above	Seniority roll of corporals holding the appointment of lance-serjeant	Do.	Do.
(vii) Squadron or company quartermaster-serjeant or staff-serjeant	Seniority roll of serjeants who hold the necessary qualifications	Do.	Do.
(viii) Warrant officer, Class II, with the appointment of squadron or company serjeant-major, or company serjeant-major instructor	Seniority roll of squadron and company quartermaster-serjeants and serjeant's who hold the necessary qualifications	Do.	Do.
(ix) Warrant officer, Class II, with the appointment of quartermaster serjeant, provided for in the authorized establishment	A separate roll for each particular class of appointment containing the names of all serjeants who hold the qualifications necessary for the particular appointment	Do.	Do.
(x) Warrant Officer, Class II, with the appointment of regimental quartermaster-serjeant or quartermaster-serjeant instructor	Seniority roll of warrant officers, Class II, with the appointment of squadron or company serjeant-major or company serjeant-major instructor	Do.	Do.
	Establishment for Engineer Services		
(xi) First appointments	Separate rolls for each particular class	Director of Works, The War Office	Director of Works, The War Office
(xii) Promotions ..	Do.	Do.	Do.

TABLE D

Appointment or promotion	Roll from which promotion or appointment will be made and instructions for maintenance of rolls	Officer by whom roll is maintained	Officer authorizing the promotion or the appointment to paid lance rank
1	2	3	4
	ROYAL CORPS OF SIGNALS		
(i) To all ranks except lance-corporal	A general roll of N.C.Os. of next junior rank except in the case of foreman of signals and farriers, for whom separate rolls are maintained	Officer i/c Records	Officer i/c Records
(ii) To paid lance-corporal	No roll required. Recommendations submitted by Os.C. units	—	Do.

TABLE E

Appointment or promotion	Roll from which promotion or appointment will be made and instructions for maintenance of rolls	Officer by whom roll is maintained	Officer authorizing the promotion or the appointment to paid lance rank
1	2	3	4
R.A.S.C., R.A.M.C., A.D. CORPS, R.A.O.C., R.A.V.C., R.A.P.C., MILITARY POLICE AND M.P.S.C.			
ROYAL ARMY SERVICE CORPS			
(i) *H.T. Branch*—			
Driver Class—			
Lance-corporals ..	Recommendations by Os.C units	—	Officer i/c Records
Corporals to warrant officer, Class II	General roll of N.C.Os. ..	Officer i/c Records	Do.
Artificer Class—			
Up to rank of warrant officer, Class II	General rolls of N.C.Os. and driver artificers by trades, viz.:— (i) Farriers (ii) Saddlers (iii) Wheelers	Do.	Do.
(ii) *Supply Branch*—			
To all ranks	General rolls of N.C.Os., also privates recommended for promotion, by trades, viz.:— (i) Bakers (ii) Butchers (iii) Clerks	Do.	Do
(iii) *M.T. Branch*—			
(*a*) Lance-corporals in the driver class	Recommendations by Os.C. units	—	Do.
(*b*) Lance - corporals other than in(*a*) above and up to warrant officer, Class II	General rolls of N.C.Os., also privates recommended for promotion by trades, viz.:— (i) Artificers* (ii) Drivers* (iii) Technical M.T. Clerks† (iv) Storemen, T. and D.† (v) Draughtsmen.†	Officer i/c ecords	Do.
(iv) School of Cookery up to rank of warrant officer Class II	General roll of N.C.Os. ..	Do.	Do.
ROYAL ARMY MEDICAL CORPS			
(v) To all ranks ..	General roll of the Corps ..	Officer i/c R.A.M.C. Records	Officer i/c R.A.M.C. Records
ARMY DENTAL CORPS			
(vi) To all ranks ..	General roll of the Corps ..	Officer i/c A.D. Corps Records	Officer i/c A.D. Corps Records

* The basis of seniority for promotion to warrant officer, Class I, as between the senior qualified warrant officer, Class II, or N.C.O. on the artificers' roll and the senior qualified warrant officer, Class II, or N.C.O. on the drivers' roll, will be seniority in the rank of serjeant.

† The basis of seniority for promotion to warrant officer, Class I, in the clerical section, as between the senior qualified warrant officers, Class II, or N.C.Os. on the technical M.T. clerks', storemen's and draughtsmen's rolls, will be seniority in the rank of serjeant.

Appointment or promotion	[illegible]	Officer [illegible]	Officer authorizing the promotion or the appointment to paid lance rank
1	2	3	4
	[illegible]		
ROYAL ARMY [illegible] CORPS			
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]			
(xiii) [illegible]*	[illegible]	[illegible]	Do.
(xv) Do. [illegible]*	Do.	Do.	Do.
(xvi) Do. [illegible]*	Do.	Do.	Do.
(xvi) To warrant [illegible], Class II†	Do.	Do.	Do.
Army [illegible] Section—			
(xvii) To warrant [illegible] Class II	[illegible]	Do.	Do.
ROYAL ARMY VETERINARY CORPS			
(xiii) All ranks and appointments except those of—	General corp. roll	Do.	Do.
(a) Staff-serjeant or serjeant (instrument maker)	No roll maintained. Promoted serjeant on enlistment	Do.	Do.
(b) Farrier-staff-serjeants and serjeants (instructors, School of Farriery)	Special roll maintained ..	Do.	Do.
(c) Farriers	Special roll maintained .	Do.	Do.
ROYAL ARMY PAY CORPS			
(xiv) To corporal ..	Governed by service .. .	Do.	Command Paymaster
(xv) To all ranks and appointments except corporal	General roster of the corps, except where promotion is governed by service	Do.	Officer i/c Record
CORPS OF MILITARY POLICE			
(xvi) All promotions and appointments	From rolls of each rank ..	Do.	Do.
MILITARY PROVOST STAFF CORPS			
(xvii) All promotions	From rolls of each rank .	Do.	Do.

* Time promotion, see Pay Warrant.
† Promotion by establishment.

267. It may be necessary at various times in consequence of the existence of surplus ranks to restrict the authority of Os.C. units to make promotions pending the concurrence of the officer i/c records. Should such restriction be necessary, the officer i/c records concerned is empowered to inform the Os.C. the unit or units affected from what date reference must be made to him before any promotion can be made. The Under-Secretary of State, The War Office, will also be informed of the situation.

268. The establishment of paid lance-serjeants, lance-corporals, and lance-bombardiers is laid down in the various establishments issued from time to time under the authority of the Army Council. Brigade commanders are authorized in cases of necessity to sanction the temporary appointment, in excess of the establishment, of a small number of unpaid lance-serjeants, lance-corporals, and lance-bombardiers. A brigade commander may also confer unpaid acting non-commissioned rank or unpaid lance-appointment upon a N.C.O. or man employed on extra-regimental duty, if he considers it necessary in the interests of discipline to do so.

269. Warrant officers, Class II, and N.C.Os. not below the rank of colour-serjeant or equivalent rank have the honourable distinction of attending the standards and colours.

270. (*a*) An orderly-room serjeant must not be promoted to be warrant officer, Class II, squadron quartermaster-serjeant or colour-serjeant, in less than the three years required by the Pay Warrant, unless it is intended that after such promotion he is to do duty in the vacancy to which he is promoted; nor is promotion to any of the above-named ranks to be made with a view to appointment as orderly-room serjeant.

(*b*) A corporal orderly-room clerk whose appointment bears a date subsequent to 30th September, 1925,* will take his turn for promotion to serjeant on the general duty roster of his unit. Provided that he is recommended for promotion, he will not be superseded except when promotions are made to fill other specialist appointments. On promotion he will be appointed serjeant orderly-room clerk additional to the total duty serjeants, and the vacancy in the establishment of duty serjeants will be otherwise filled. A corporal must not be promoted to the rank of serjeant with a view to being appointed orderly-room clerk.

(*c*) An orderly-room serjeant or orderly-room clerk is liable to revert from his appointment to the ordinary duties of his rank, and the latter will invariably revert to normal duty on receiving the paid appointment of lance-serjeant.

271. (*a*) **Qualifications for promotion, other than those laid down in the Pay Warrant or in other Regulations specified.**

The following certificates of education are required for promotion to the ranks and for the appointments specified:—

(i) Special Certificate of Education:—
Warrant officer, Class I, A.E.C.
Warrant Officer, Class II, A.E C.

(ii) First Class Certificate of Education:—
Warrant officer, Class I } except as specified in sub-para. (i) above.
Warrant officer, Class II }

* A corporal orderly-room clerk whose appointment bears a date prior to 1st October, 1925, must not be promoted to the rank of serjeant in less than the three year- required by the Pay Warrant, unless it is intended that on such promotion the N.C.O. is to do duty in the vacancy to which he is promoted.

Staff serjeant storeman and ammunition examiner, R.A.O.C.
Staff serjeant, R.A.P.C.
Artillery clerk, 2nd Division.
Engineer clerk serjeant.
Engineer clerk and draughtsman serjeant.
Engineer ledger-keeper and storekeeper serjeant.
Serjeant clerk, R. Tank Corps.
Serjeant clerk, R.A.S.C.
Serjeant technical M.T. clerk, R.A.S.C.
Serjeant storeman, technical and departmental, R.A.S.C.
Serjeant clerk, R.A.O.C.
Serjeant, R.A.P.C.

(iii) Second Class Certificate of Education.
Colour serjeant (or equivalent rank) } except as specified in sub-
Serjeant (or equivalent rank) } para. (ii) above.
Lance-serjeant.
Corporal.
Bombardier.
Engineer clerk lance-corporal.
Engineer clerk and draughtsman lance-corporal.
Engineer ledger keeper and storekeeper lance-corporal.
Lance-corporal clerk, R.Tank Corps.
Lance-corporal, R. Signals, R.A.S.C., R.A.M.C., R.A.O.C., R.A.V.C., Corps of Military Police.
Armourer private, R.A.O.C.
Armament private, R.A.O.C.

(iv) Third Class Certificate of Education.
Lance-corporal, R.E., except as specified in sub-para. (iii) above.

(*b*) **Qualifications (other than educational qualifications) required for promotion to ranks carrying special appointments.**

For Warrant Officer, Class I

(i) A regimental serjeant-major of cavalry or infantry who has not qualified at a school of musketry will be required to do so at the earliest opportunity after promotion.

(ii) A candidate who has been selected for promotion to the rank of warrant officer, Class I, for appointment as regimental serjeant-major of a cavalry regiment, serjeant-major of a brigade of artillery, regimental serjeant-major of a battalion of infantry or of the R. Tank Corps, or of a depot of R. A., R.E., R. Signals, infantry, R. Tank Corps, R.A.S.C. or R.A.O.C. at home, will, shortly before promotion to that rank, or, if that is not feasible, as soon as possible after promotion, undergo a course of instruction at Aldershot in the physical training of recruits. In forwarding applications for such promotions, Os.C. units will state whether the soldier concerned has attended the course, and if so, when.

(iii) To be appointed master gunner, 1st or 2nd Class, the candidate for promotion to warrant officer, Class I, must have passed a master gunners' course.

(iv) To be appointed bandmaster, a candidate must have qualified at a students' course at the Royal Military School of Music, Kneller Hall.

For Warrant Officer, Class II, or non-commissioned rank

(i) To be appointed master gunner, 3rd class, the candidate must have passed a master gunners' course.

(ii) The warrant officer or N.C.O. selected to fill an appointment as instructor in musketry, either with a regiment of cavalry, battalion of infantry, or at a depot, must have qualified in the rifle and light gun at a school of musketry or at a small arms school.

Resignations of Rank and Removals from Appointments

272. A warrant officer or N.C.O. may, with his C.O's consent, resign his rank, and revert to a lower rank. He will not be allowed to do so in order to es ape trial by court-martial without the sanction of an officer not below the rank of colonel-commandant. An entry of the fact will be made in his attestation, and signed by him and his C.O. Seniority in the rank to which he reverts will count from the date of his original promotion to that rank.

273. (*a*) In cases of inefficiency or unsuitability a C.O. may, with the previous consent in writing of an officer not below the rank of Colonel-Commandant, (i) order a warrant officer to be removed from any appointment and to assume any other appointment appropriate to his permanent rank ; (ii) order a warrant officer who is holding acting rank to revert to his permanent rank, and to an appointment appropriate to that rank.

(*b*) In the case of warrant officers' removal or reversion in relation to an offence must, however, be dealt with by an officer having power under Section 47 of the Army Act.

(*c*) For an offence or otherwise a C.O. may order any N.C.O. or man holding an acting rank or appointment to revert to his permanent rank and/or to any appointment appropriate to his permanent rank, provided that, in the case of a soldier whose permanent rank is higher than that of corporal, such an order shall not be made on account of inefficiency or unsuitability without the previous sanction, in writing, of an officer not below the rank of colonel-commandant.

274. When a warrant officer or N.C.O. who has been removed from his appointment is not in every respect fully qualified to perform the ordinary duties of his permanent rank, or when a warrant officer or N.C.O. holding an extra-regimental appointment is re-posted to the regular forces for misconduct or inefficiency, application may be made to the Under-Secretary of State, The War Office, for reduction to a lower rank.

275. (*a*) A military clerk of works, a military foreman of works, an engineer storekeeper, an engineer ledger-keeper and storekeeper, a military mechanist, R.E., or an engineer clerk, if not considered to be in every respect qualified to perform the duties, will not be removed from his appointment by order of his C.O., but is liable, by orders issued from the War Office, on the recommendation of the G.O.C.-in-C., to be returned to regimental duty.

(*b*) If it is desired that the warrant officer or N.C.O. concerned should be returned to duty in a lower rank than that which he is then holding the G.O.C.-in-C. will submit the case as one of reduction under Section 183 (2) of the Army Act.

(*c*) In making such recommendation, care must be taken to ensure that the qualifications of the warrant officer or N.C.O. concerned are such as make him suitable for absorption in the regimental establishment in his rank.

276. Reduction from permanent rank is dealt with by sentence of court-martial, or under Section 188 (2) of the Army Act. A warrant officer or N.C.O. reduced to a lower rank will take rank and precedence in the lower rank from the date of the signing of the original sentence of the court-martial, or, in the case of reduction under Section 188 (2) of the Army Act, from the date approved in such order. If a sentence of reduction passed by a court-martial is wholly remitted, the warrant officer or N.C.O. will, if no service is forfeited, retain his seniority, but, if service is forfeited, he will take rank and precedence in his existing rank from the date of the signing of the original sentence of the court.

Armourer Section, Royal Army Ordnance Corps

277. An application for the attachment of an armourer to a unit will be made to the Officer i/c R.A.O.C. Records.

278. An armourer will not be called upon to perform any work requiring special instruction which he has not received, except such small repairs as are plainly within his capabilities. He will not, without authority, be employed upon any description of work other than that provided for by regulation.

279. Casualties affecting or offences committed by armourers, R.A.O.C., attached to units of other arms of the service will be at once reported to the O.C., R.A.O.C. unit from which they are detached, for inclusion in Part II Orders.

280. An armourer reduced for misconduct will not, except under very special circumstances, be eligible to be recommended for promotion until he has served in an exemplary manner for at least one year. If he was transferred from another corps to the R.A.O.C. he may be transferred to any corps or arm of the service to which he formerly belonged, or be discharged or otherwise disposed of as may be directed.

281. Soldiers selected for training as armourers, other than boys specially enlisted for such training, will be required to signify, in writing, their willingness to be discharged from their present engagements and to be re-enlisted for 12 years' army service on completion of the course of instruction and prior to posting to the armourer section.

Armament Artificer Section, Royal Army Ordnance Corps

282. Armament artificers will in all cases be under the command of an officer of the R.A.O.C. except while attached to a unit, *e.g.*, a school of artillery.

283. An armament artificer will, on the day of his attestation, be promoted to the rank of staff-sergeant.

284. If an armament artificer is reduced for misconduct to a lower grade, he will not, except under very special circumstances, be eligible to be recommended for promotion until he has served in an exemplary manner for at least one year.

285. (*a*) Every recommendation for a soldier to be trained as an armament artificer, either fitter or range-finder, will be made on A.F. B 234 by the C.O., and will be forwarded through the officer i/c records of the corps to which the man belongs to the Commandant, Military College of Science.

(*b*) The recommendation will be accompanied by a copy of the soldier's record of service and of his conduct sheets, and a report will be submitted to the effect that he has been tested practically at his trade in accordance with the published tests either for fitter (all corps), or artificer, R.A., in the case of candidates for the fitter branch; or instrument maker, in the case of candidates for the range-finder branch; and that he has been classified by the command testing board as Class I.

(*c*) In the case of fitters, it will be necessary for the candidate to pass a fitter's trade test in the ordnance factories before acceptance for training at the Military College of Science. In the case of range-finders, it will be necessary for the candidate to undergo a special trade test, not exceeding 14 days in duration, at the Military College of Science before his name can be finally registered. Applicants will be required to signify, on their applications, their willingness to be discharged from their present engagements and to be re-enlisted for 12 years' service with the colours for appointment as armament artificers.

(*d*) Applications from civilian tradesmen for enlistment will be forwarded to the Commandant, Military College of Science, who will furnish applicants with A.F. B 235, which must be completed and returned together with references.

(*e*) An applicant for the fitter section will be required to pass a fitter's trade test in the ordnance factories, also an educational test at the Military College of Science before he can be accepted for training. An applicant for the range-finder section will be required to pass special trade and educational tests at the Military College of Science before he can be accepted for enlistment.

286. (*a*) The Officer i/c R.A.O.C. Records will notify annually, about 1st September, vacancies expected to occur in the corps within the next financial year to the Commandant, Military College of Science, who will arrange for the entrance and training of the necessary numbers to fill them.

(*b*) Applicants chosen for the fitter section will serve at the Military College of Science as probationers in their existing rank, if soldiers, and, if civilians, as candidates paid from army funds as civilian employees, during the period of training prior to enlistment or re-enlistment (*see* para. 285). The duration of the course will not exceed 12 months. If duly qualified at the end of the course, civilian fitter candidates will be enlisted and military probationers discharged from their present engagements and re-enlisted into the R.A.O.C. for a term of 12 years with the colours.

(*c*) Military applicants chosen for the range-finder section who pass the trade test will be discharged from their present engagements and re-enlisted into the R.A.O.C. before training. Civilian applicants chosen for the range-finder section will be attested immediately after passing the specified tests and before training. The term of enlistment in each case will be for 12 years with the colours. The duration of the course will not exceed 15 months.

(*d*) Casualties affecting military probationers will be reported in Part II Orders to the officer i/c records of the corps to which the probationers belong.

(*e*) Selected military applicants for either section, if serving abroad and in possession of 1st Class certificates of education and otherwise qualified in regard to trade tests, may be recalled to the Military College of Science in anticipation at any convenient time within the previous trooping season, with due regard to vacancies and the numbers and qualifications of applicants serving at home. The duration of the course may be curtailed either through the exigencies of the service, or if a probationer or candidate shows special aptitude and skill and is regarded as duly qualified by the Commandant, Military College of Science. Military applicants for the fitter section will be held supernumerary to the establishment of their unit or corps from the date of commencement of probation or the date of the vacancy for armament artificer, whichever is the later; the procedure as laid down in para. **299** will not apply to these probationers.

287. In cases of misconduct not meriting discharge under para. **370** (x)—(xiii), or if for any other sufficient cause their further retention on the course is considered not to be in the public interest, candidates will be disposed of as follows:—

(i) Candidates who at the time of selection for the course were serving on an army engagement and who:—	
(*a*) have not been re-enlisted into the R.A.O.C.	will be returned to their units on the recommendation of the Commandant, Military College of Science, through the officer i/c records concerned.
(*b*) have been re-enlisted in the R.A.O.C.	will, if they are willing, be transferred to their former unit or corps in such rank as they held at the time of selection for the course, provided that there is a vacancy in their rank and trade, or provided that one will occur within six months (*see* para. **295**), their terms of service on their current attestation being varied as necessary under para. **301.** If no vacancies exist or are anticipated within six months, or if the candidates are unwilling to be transferred as above, they will, if they consent, be prematurely transferred to the Army Reserve in such rank as they held at the time of selection for the course, under para. **369** (ii) (*e*) (i) or, if not willing to be transferred to the reserve, they will be discharged under para. **370** (xviii).
(ii) Candidates who commenced the course direct from civil life and who:—	
(*a*) have not been enlisted into the R.A.O.C.	will be summarily discharged by the Commandant, Military College of Science.
(*b*) have been enlisted into the R.A.O.C.	will be discharged.

288. An artificer will not, unless it is absolutely necessary, be removed from his employment to attend parades or inspections by general officers, nor should he be detailed for guard, piquet, or police duty. He will be exempted from compulsory attendance at school, and from the gymnastic course.

289. Casualties affecting, or offences committed by, armament artificers, R.A.O.C., attached to units of other arms of the service will be reported at once to the O.C., R.A.O.C. unit from which they are detached, for inclusion in Part II Orders.

Employment of Soldiers under Colonial Governments

290. (*a*) A soldier will not be employed under a colonial government without the sanction of the Army Council, who will determine the conditions to be observed in each case. An application on this subject must specify the nature and expected duration of the employment. In cases of pressing necessity, the G.O.C.-in-C. abroad may provisionally sanction the employment of a soldier, pending the result of an application to the Army Council. During such employment a soldier will cease to draw pay or allowances from army funds, and before its commencement he will be required to sign an acknowledgment that he is willing to be employed on these conditions.

(*b*) While so employed he will be borne as a supernumerary in his corps, and will be eligible for regimental promotion in his turn, as follows:—

(i) N.C.Os. of cavalry, infantry and R. Tank Corps, loaned to colonial governments, &c. (except Egypt), will be eligible for promotion up to and including the substantive rank of warrant officer, Class II, with the appointment of company serjeant-major or equivalent appointment only. N.C.Os. of the R.A.P.C. similarly situated will be eligible for promotion up to and including the rank of warrant officer, Class II, with the appointment of quartermaster-serjeant. The appointment of company serjeant-major or equivalent appointment is not applicable to this corps.

(ii) Warrant officers and N.C.Os. of the arms mentioned in (i) loaned to the Egyptian Government will be eligible for promotion up to and including the substantive rank of warrant officer, Class I, provided that they fulfil the necessary qualifications for such promotion. Before promotion to the rank of warrant officer, Class I, can be authorized, however, the warrant officer about to receive such promotion must sign a certificate to the effect that should he rejoin his British unit, except for immediate discharge, he is willing to revert to the rank of warrant officer, Class II, with the appointment of company serjeant-major or equivalent appointment. In the case of the R.A.P.C., reversion would be to the normal substantive rank attained in his British corps.

(iii) (*a*) Warrant officers and N.C.Os. of the R.A., R.E., R. Signals, R.A.S.C., R.A.M.C. and R.A.O.C. serving under colonial governments, &c. (including Egypt), will be eligible for promotion in their regiment or corps up to and including the substantive rank of warrant officer, Class I, provided that they fulfil the necessary qualifications for such promotion. They will retain such rank should they rejoin the British establishments of their corps.

(*b*) To allow for the immediate absorption of any warrant officers, Class I, who so rejoin, the last vacancy for a warrant officer,

Class I, in the British establishments of corps which have substantive warrant officers, Class I, loaned to colonial governments, &c., will be filled by an appointment to the acting rank of warrant officer, Class I, only. Should a substantive warrant officer, Class I, rejoin from such employment the acting warrant officer, Class I, will be reverted to allow for his absorption.

(*c*) When a vacancy occurs for a warrant officer, Class I, within the British establishment, the junior warrant officer, Class I, *i.e.*, the warrant officer holding the acting rank of warrant officer, Class I, should be confirmed in his rank with effect from the date of his appointment thereto and the next warrant officer for promotion should be appointed to the acting rank of warrant officer, Class I, with effect from the date on which the vacancy occurred.

(iv) N.C.Os. of the R.A.V.C. serving under colonial governments, &c. (including Egypt), will be eligible for promotion in the corps up to and including the substantive rank of warrant officer, Class I, provided that they have the necessary qualifications for such promotion. Before promotion to the rank of warrant officer, Class I, can be authorized, however, the N.C.O. about to receive such promotion must sign a certificate to the effect that should he rejoin the British establishment, except for immediate discharge, he is willing to revert to the rank of staff-serjeant.

291. A soldier will be appointed to the India Unattached List in accordance with Army Regulations, India (Volume II). While thus serving he will, until promoted to departmental warrant rank, be borne as supernumerary in his corps. If remanded from the unattached list, he will rejoin the unit of the corps from which he was originally appointed. If the unit at the time of such remand is stationed out of India, the soldier will be sent to rejoin it at the first public opportunity. (For custody of documents *see* para. **1639.**)

3.—TRANSFER TO OTHER CORPS

General Instructions

292. The consent of the soldier will invariably be required before he is transferred to another corps, except as provided in Section 83 of the Army Act.

293. For the purpose of transfer of soldiers, the following will be considered the C.Os. of corps—

Cavalry, R.A., infantry and R. Tank Corps ..	The C.O. of the unit.
Other corps and departments	The officer i/c records.

294. The procedure to be adopted in arranging a soldier's transfer to another corps will be that the soldier's C.O. will forward a descriptive return (A.F. B 241), on which any objection or disqualification will be noted, to the C.O. of the proposed corps. If the latter accepts the transfer he will sign and return the form to the soldier's C.O., who will carry out the transfer; or, if higher authority for the transfer is necessary (*see* para. **302**), he will forward the completed A.F. B 241 to the competent

authority, as shown in para. **302**, for the necessary authority to carry out the transfer.

295. (*a*) The transfer of a warrant officer or N.C.O. will not be authorized unless a vacancy exists in his rank in the unit to which he wishes to be transferred.

(*b*) When a warrant officer or N.C.O. serving at home desires to be transferred to a unit of another corps serving abroad, the consent of the O.C. the home unit and of the officer i/c records of the corps to which he wishes to be transferred must be obtained.

296. (*a*) Attachment on probation (with a view to transfer) may be made to the R.E., R. Signals, R.A.S.C., R.A.M.C., A.D. Corps, R.A.O.C., R.A.V.C., A.E.C.*, R.A.P.C., C.M.P., M.P.S.C., and Corps of Small Arms and Machine Gun Schools, under the same procedure as in para. **294**, and the soldier's C.O. will carry out the attachment "on probation."

(*b*) Normally in cases of soldiers serving abroad, attachments on probation will only be allowed if both units concerned are in the same country and a vacancy exists to which the soldier can be transferred if the probation is satisfactory; but exceptional cases involving return to the United Kingdom may be permitted provided that the proposed transfer is in the interests of the service.

(*c*) (i) Soldiers who are eligible for transfer to the A.E.C. under para. **303** will be selected by a board consisting of the Director of Military Training (or his representative), one or more officers of the general staff and the Chief Inspector of Educational Training, A.E.C.

(ii) A selected candidate will attend a course of one or two terms duration at a school of education, as under:—

(*a*) Soldiers who have obtained a "distinguished" at an ordinary course, and who, after subsequent employment as teachers in their own units under the supervision of the local A.E.C. officer, are recommended for attachment on probation to the A.E.C.—one term (10 weeks).

(*b*) Other soldiers recommended for attachment on probation to the A.E.C.—two terms (20 weeks).

(iii) During this course they will be paid at their own corps rates and will be borne on the strength of their own units. They will not fill a vacancy in the establishment of the A.E.C. On conclusion of the course they will return to their own units, and, if reported as satisfactory by the Commandant, School of Education, will be attached on probation to fill vacancies in the A.E. C. as they occur.

(*d*) When a soldier below the rank of serjeant is attached on probation to the A.E.C. and receives the pay authorized under the Pay Warrant for a serjeant undergoing a period of probation with the A.E.C., the C.O. or officer i/c records, as the case may be, will appoint the soldier to the acting rank of serjeant, and this acting rank will be held during the probationary period.

* In the case of the A.E.C., courses and attachment may be carried out in India as well as at home.

(*e*) In the case of the R.A.P.C., C.M.P and M.P.S.C. the officers i/c records of those corps will keep a roll of the accepted candidates, and will notify the soldier's C.O. on a vacancy occurring when he may carry out the attachment "on probation."

297. (*a*) The periods of probation are:—

R. Signals	6 months.	
A.E.C.	3 ,,	(For ranks not below that of serjeant.)
A.E.C.	6 ,,	(For all ranks below that of serjeant.)
R.A.P.C.	6 ,,	
C.M.P.	6 ,,	
M.P.S.C.	6* ,,	
Corps of Small Arms and Machine Gun Schools	6 ,,	
All other corps named in para. 296 except as provided for in para. 302 (xi)	3 ,,	

(*b*) These periods may be reduced should probationers show special aptitude, except in the case of the A.E.C. where no reduction in the periods of probation will be made on account of special aptitude, but previous service in army educational duties may be accepted as probationary service for confirmation of appointments.

298. (*a*) If the probation is satisfactory the transfer will be carried out by the officer i/c records of the corps in which the soldier is a probationer, and a copy of the order confirming the transfer will be sent to the O.C. the soldier's previous unit.

(*b*) If the probation is not satisfactory the officer i/c records will authorize the return of the soldier to his unit.

299. (*a*) A transfer should be authorized from a given date. The soldier will be struck off the strength of the old corps from that date and taken on that of the new on the following day.

(*b*) During probation a candidate will be retained on the strength of his original corps and the transfer will date from the date of commencement of the probation or the date of the vacancy in the corps to which he is transferred, whichever is the later.

300. Immediately a transfer is authorized the documents of the soldier will be disposed of as directed on the back of A.F. B 278. The C.O. of the corps from which the transfer is made will make the entry in the man's A.B. 64 (Part I) and notify the transfer to the officer i/c records of that corps.

301. The officer authorizing the transfer will make any necessary variations in the conditions of the soldier's service so as to make them correspond with the general conditions of service in the arm or branch to which he is transferred.

* One month to be served at Aldershot Detention Barrack and 5 months at the detention barrack to which the probationer is subsequently posted for duty.

302. Special instructions regarding certain classes of transfer other than those provided for in para. 296 are contained in the following [illegible]

Classes of Transfer (1)	Competent Authority to Transfer (2)	[illegible] (3)
(i) Man under three months' service— (a) To another arm, or (b) To another corps of the same arm of the service.	Divisional commander (if both corps are serving in his command), or, if both corps are not serving in his command, with concurrence of the other divisional commander concerned	May be granted at [illegible]. On [illegible] [illegible] Wh[illegible] [illegible] In the [illegible] R. Signals, Foot Guards, [illegible] Corps, [illegible] Tank Corps [illegible] Corps [illegible] R. Tank Corps [illegible] Tank Corps [illegible]
(ii) Man of three months' service and upwards serving in unit at home to:— Cavalry, R.A., R.E., R. Signals, Foot Guards, infantry or R. Tank Corps	Brigade commander	Transfers [illegible] be posted [illegible] To R.E. [illegible] [illegible] Chatham. A man transferred [illegible] Aldershot. A man transferred [illegible] R. Signals will [illegible] Training Centre.
(iii) To enable a younger brother to serve with an elder brother (both units being in the same country).	O.C.	The application will state if a *bona fide* relationship exists between the men, as shown by the entries of next-of-kin, and if the conduct of both men has been good. If the O.C. the unit in which the younger brother is serving objects to the transfer, the G.O.C. command, on appeal, will, if both units are serving in his command, decide the case, and he may, if the elder brother is willing, transfer him to serve with the younger brother. If the two units are serving in different commands, the application will be decided, on appeal, by the G.O.C. command concerned, and the elder brother, if willing, may be transferred to serve with the younger. The orders for transfer will be issued by the G.O.C. in whose command the soldier to be transferred is serving.

Classes of Transfer (1)	Competent Authority to Transfer (2)	Special Instructions (3)
(xi) To the R.A.O.C. for appointment as sub-conductor under Article 746, Pay Warrant, 1926.	The Army Council..	Applications on A.F. B 241 accompanied by certified copies of record of service and conduct sheets will be forwarded to command headquarters. A certificate will also be furnished by the C.O. to the effect that— (i) the candidate has neither at any time been superseded for promotion in his unit on account of inefficiency, nor had his promotion retarded on that account, and (ii) he is recommended for promotion and that he would be accepted by the C.O. as a warrant officer (Class I) in his present unit. Arrangements will be made for the candidate to be employed under the A.D.O.S. or a D.A.D.O.S. of an area in a position demanding self-reliance and initiative, for a period of one month, at the conclusion of which period the officer concerned will render a report on the candidate to command headquarters stating fully — (a) How employed; (b) Manner in which duties have been carried out; (c) Powers of supervision; (d) Conduct and bearing. He will also add his remarks as to the desirability of the transfer, and whether it is considered to be in the interests of the service as a whole that it should be carried out. The application, documents and report will be forwarded to the Under-Secretary of State, The War Office, where the names of selected applicants will be entered on a waiting list. When a vacancy occurs, instructions will be issued from the War Office for the candidate selected to join the R.A.O.C. on six months' probation (*see* Article 747, Pay Warrant, 1926), at the conclusion of which period, if satisfactory, the transfer will be carried out with effect from the date of commencement of the probation.
(xii) To warrant officer, Class I (Bandmaster), from Students Class, Royal Military School of Music	The Commandant, Royal Military School of Music	For details as to eligibility and qualifications of warrant officers and N.C.Os. *see* para. 303.

Qualifications for Transfer

303. The qualifications and class of men eligible for transfer to certain corps are:—

(i)—R. Signals.

Eligible—

Privates.*

Qualifications—

Service: Conditions as mentioned below.

Character: Good.

Age: Under 30 years.

Condition: Unmarried.

Qualification—If a man has not already knowledge of a trade required in the corps he may be accepted for training, but in this case he must have at least 4 years' unexpired colour service, or be willing to extend his service.

Operators, signals—Men should be of good education, preferably possessing previous experience in electrical work or a knowledge of the Morse code. They must be able to read and write well. Men whose arm muscles are set and hard are not suitable for these trades. Men for training as operators, signals, who have had no previous experience of the trades should be under 21 years of age.

Linemen: Men must be of good intelligence, clear of speech and of good hearing, and should, if possible, be of the electrical trade; otherwise they must be men of good education and above average intelligence and possessing good physique.

Fitters, signals and instrument mechanics: Men with knowledge of the trade if possible.

(ii)—R.A.S.C.

(*a*) HORSE TRANSPORT.

Eligible—

*Privates who pass the standard trade test, Class III, for farriers, saddlers, or wheelers, or privates accustomed to the care of horses.

(*b*) SUPPLY.

Eligible—

*Privates who pass the standard trade test, Class III, for bakers or butchers, and privates who pass the test for clerks, Group C, Class II.

Qualifications—

Service: One year and upwards.

Character: Good.

Age: Under 30 years.

Education: Able to read and write. Clerks must be in possession of at least a second-class certificate.

(*c*) MECHANICAL TRANSPORT.

Eligible—

Corporals and privates who pass the prescribed trade test, or who show sufficient ability to justify recommendation as likely to become efficient after a short course of instruction.

* A warrant officer or N.C.O. may also volunteer, but on the understanding that he reverts to the ranks before leaving his regiment on probation.

Qualifications—
Service: One year and upwards.
Character: Very good.
Age: Under 35.
Education: Third-class certificate.
Condition: Physically fit for service at home and abroad. Corporals must revert to the ranks before leaving their regiment or corps on probation.

(iii)—R.A.M.C.
Eligible—
*Privates.
Qualifications—
Service: One year and upwards.
Character: Good.
Age: Under 30 years.
Education: Must be in possession of at least a third-class certificate of education.
Condition: Physically fit for service at home and abroad.

(iv)—A.D. Corps.
Eligible—
*Privates.
Qualifications—
Service: Six months and upwards.
Character: Good.
Education: As a dental mechanic at least a third-class certificate. As a dental clerk orderly at least a second-class certificate. Must be certified by the inspecting dental officer of the command in which he is serving to be suitable for transfer as a dental mechanic or dental clerk orderly.
Condition: Physically fit for service at home and abroad.

(v)—R.A.O.C.
(*a*) For appointment as sub-conductor under Article 746, Pay Warrant, 1926.
Eligible—
R.A.—
Warrant officers (Class II) and N.C.Os. who have obtained a satisfactory report at the conclusion of a master gunner's course.
R.E.—

Quartermaster-serjeants (warrant officers, Class II) Staff-serjeants	Engineer ledger keepers and store-keepers.
Regimental quartermaster-serjeants .. Quartermaster-serjeants (borne on the general roster for promotion). Quartermaster-serjeants (instructors) ..	Warrant officers (Class II)

Qualifications—
Character: Exemplary.
Education: First-class certificate (awarded after examination).
Condition: Physically fit for service at home and abroad.

* A warrant officer or N.C.O. may also volunteer, but on the understanding that he reverts to the ranks before leaving his regiment on probation.

(*b*) Foot Police.

Eligible—

*Gunners of R.A., also guardsmen, and privates of infantry of the line.

Qualifications—

As for Mounted Police, except weight, which should be 10 stones and upwards.

(ix)—M.P.S.C.

Eligible—

All arms of the rank of serjeant and lance-serjeant.

Qualifications—

Service: Five years and upwards and applicants must be willing to extend to 12 years or to re-engage.

Character: Very good. Must be of sober and temperate habits.

Age: Not over 35 years.

Height: Not less than 5 feet 7 inches.

Education: As laid down in para. **271.**

Active habits and physically fit for service at home and abroad.

Good temper and tact in dealing with men are essential; only a N.C.O. who has displayed zeal and capability in the performance of his regimental duties and who is a good disciplinarian should be recommended.

Preference will be given to a serjeant or lance-serjeant who is a good drill instructor and has a good knowledge of a trade.

(x) R. TANK CORPS.

Eligible—

Serjeants, corporals, and privates, the most suitable being—carpenters, electricians, fitters, motor drivers.

Qualifications—

Service: At least one year unexpired colour service.

Age: Not over 30 years save in the case of serjeants or tradesmen of Group A or B, classified Class II or higher.

Character: Good.

Education: Serjeant or corporal, second class certificate of education; private —third-class certificate of education.

(xi)—A.E.C.

Eligible—

Warrant officers, non-commissioned officers and men of any corps.

Educational Qualification—

The army special certificate (or its equivalent, *see* paragraph 5 (iii), Section 32, Educational Training, 1923).

4.—REPOSTING

304. (*a*) Soldiers of cavalry, R.A. and infantry, other than those coming within the provisions of paras. **1084** and **1085**, who are serving on an engagement of 12 years or more with the colours† will be eligible for reposting on completion of six years' continuous service at home or

* A warrant officer or N.C.O. may also volunteer, but on the understanding that he reverts to the ranks before leaving his regiment on probation.

† Including those permitted to extend short service engagements or re-enlist to complete a total of 21 years' service.

abroad. Repostings will be carried out, as far as the exigencies of the service permit, when public transport is available,

(*b*) Short furlough (under six months), provided that the soldier pays his passage to and from the United Kingdom, or is granted an indulgence passage, or attends classes of instruction at home, will not be regarded as breaking the continuity of service abroad.

305. (*a*) On 1st April, the names of those who will complete six years' continuous service at home or abroad, as the case may be, by the following 31st March, and are desirous of reposting, will be forwarded to the officer i/c records concerned for action under current instructions.

(*b*) Soldiers who, at the date of submission of names as above, are ineligible to extend their service under para. **227**, but are otherwise qualified, may be included in the lists; but extension of service, within the quota allowed, must be completed before the reposting is carried out.

5.—MARRIED SOLDIERS

306. (*a*) Instructions with regard to the married quarters roll and the marriage allowance roll are contained in Allowance Regulations.

(*b*) The advantage of living in public quarters, obtained by the family of a soldier who is placed on the married quarters roll, is a privilege which can only be enjoyed so long as the regulations are fully complied with.

307. (*a*) A soldier will not be eligible to be placed on the married quarters roll or the marriage allowance roll until he attains the age of 26 years.

(*b*) With a view to admission to the married quarters roll a soldier, whether already married or not, may be registered on the waiting list, provided that he is not under 26 years of age.

308. Soldiers, other than warrant officers, Class I, to be placed on the married quarters roll up to the numbers specified in Allowance Regulations, will be selected as vacancies may arise:—

(i) In the R.A., R.E., R. Signals, R. Tank Corps, R.A.S.C., R.A.M.C., A.D. Corps, R.A.O.C., R.A.V.C., R.A.P.C., A.E.C., and M.P.S.C., by the officer i/c records.

(ii) In all other cases, by the C.O. of the regular unit to which the applicant belongs.

309. The order in which soldiers will be placed on the married quarters roll will be that in which soldiers have been taken on the marriage allowance roll or have registered their names on the waiting list of the married quarters roll, provided that the following conditions are fulfilled:—

(i) A vacancy exists on the married quarters roll.

(ii) The C.O. has satisfied himself as to the woman's character.

(iii) The C.O. has satisfied himself as to the man's good conduct.

310. An O.C. unit both at home and abroad will keep the officer i/c records informed of the ranks and names of all men on—

(i) The married quarters roll,

(ii) The marriage allowance roll,

and of all vacancies which occur in the married quarters roll, stating the cause thereof. At the same time he will name those who have been selected, or, in the case of a corps mentioned in para. **308** (i), recommended to fill the vacancies, stating whether passages for their families from the United Kingdom are required.

311. A married soldier, or a widower with children, will not be allowed a permanent pass to sleep out of barracks except with the approval of his C.O. Such a man must be regular in his duties, orderly in his lodgings or quarters, exact in his dress, and never leave his lodgings or quarters after tattoo except on duty or with leave. Any man not obeying these orders will be brought into barracks.

312. In special cases a married soldier although not on the married quarters roll may be granted permission by his C.O. to be out of barracks.

313. (*a*) If the wife of a soldier on the married quarters roll is guilty of misconduct the C.O. may deprive her of the privilege of occupying married quarters. The soldier will, in such cases, be removed automatically from the married quarters roll, unless he has children under 14 years of age who continue to live with him after separation from his wife. In this event the C.O. may allow him to remain on the married quarters roll.

(*b*) All cases of such misconduct will be reported immediately to the Under-Secretary of State, The War Office, through the usual channels, so that a decision may be given as to whether the wife will forfeit the benefits to be derived from the marriage allowance roll.

(*c*) Any family removed from the married quarters roll under this paragraph or deprived of marriage allowance may be restored to the married quarters or marriage allowance roll by the Army Council on the recommendation of the C.O.

314. (*a*) Soldiers on the married quarters roll or marriage allowance roll will report a decree of divorce (nisi or absolute) or separation either by a decree of court or by mutual agreement or owing to the refusal of either party to live with the other, and the C.O. will decide according to the circumstances whether the soldier is to remain on the married quarters roll. Ordinarily if there are any children of the marriage and their custody is vested in the husband he should be retained on the roll; on the other hand, if the custody is vested in the wife, or if there are no children, the soldier should be struck off the roll.

(*b*) Any family removed from the married quarters roll under this paragraph may be restored thereto by the officer administering the roll on the recommendation of the C.O., provided a vacancy exists or on a vacancy occurring, and provided that the benefits of the marriage allowance roll, if forfeited, have been restored.

6.—REGULAR ESTABLISHMENT OF DEPOTS AND PERMANENT STAFF OF THE TERRITORIAL ARMY AND SUPPLEMENTARY RESERVE

General conditions

315. (*a*) Normally the regular establishment of a depot and the permanent staff of a T.A. or Supplementary Reserve unit are composed of soldiers of the corresponding arm of the regular forces.

(*b*) All postings and re-postings in connection therewith will be carried out by officers i/c records in accordance with para. **60**, subject to the general conditions stated below. The regulations governing such postings and re-postings will apply, in so far as they are applicable, to soldiers *attached* under the provisions of para. **317**.

Conditions affecting Appointment of Soldiers to the Establishment of Depots

Infantry and R. Tank Corps

320. (*a*) The numbers and ranks of personnel to be permanently posted to an infantry depot and to the R. Tank Corps Depot are specified in the authorized establishments of the respective depots.

(*b*) A regular soldier, other than one permanently posted, will be posted for a tour of duty as follows :—

Company serjeant-majors (warrant officers Class II)	3 years,
N.C.Os. and men	2 years,

and he will not be retained at a depot beyond the term of a tour of duty except with the concurrence of the G.O.C.-in-C. of the command in which such depot is situated.

(*c*) A soldier will not be posted to the establishment of a depot for a tour of duty until at least two years have elapsed since he was last employed at a depot or with the T.A. or Supplementary Reserve permanent staff, or was on the strength of the R. Tank Corps Central Schools or the R. Tank Corps School, India.

(*d*) To be eligible for posting to a depot a soldier must have at least three years' unexpired colour service in the case of infantry or two years' unexpired colour service in the case of the R. Tank Corps.

(*e*) The completed colour service necessary to qualify soldiers for appointment to the establishment of a depot is:—

Orderly room serjeants for permanent posting	8 years and upwards.
All other personnel for permanent posting	10 years and upwards.
Personnel for posting for a tour of duty	3 years and upwards.

(*f*) If suitable personnel with 3 years' completed colour service are not available for posting for a tour of duty, the soldier of the required rank whose completed colour service most closely approximates to 3 years, and who is otherwise qualified, may be selected.

321. In each infantry depot which has a machine or light gun (Vickers or Lewis) on charge, one warrant officer or N.C.O. will be required to obtain a certificate as to the care and working of such guns. An application for a warrant officer or N.C.O. to proceed to Enfield to obtain this certificate should be made direct to the Chief Inspector, Royal Small Arms Factory, Enfield, who will name a date for the warrant officer er N.C.O. to be received there. The course at Enfield will last two weeks and, in addition to instruction in machine guns, warrant officer and N.C.O. students will be taught the rudiments of stripping and cleaning rifles.

322. Warrant officers and N.C.Os. to be eligible for posting to the R. Tank Corps Depot must be qualified drivers I.C. (armoured car or tanks) must have qualified at a tank gunnery instructors' course (regular) and must be good drill instructors.

323. (*a*) The selection of soldiers for posting to the establishments of depots will be carried out in accordance with the schedule below:—

Ranks (1)	Posting (2)	Selected by (3)	From (4)
All	Permanent.	Commander of the area in which the depot is situated, from the lists referred to in para. 324.	Home and abroad.
Warrant officers, colour-serjeants and serjeants; and, for R. Tank Corps, corporals.	Tour of duty	O.C. unit concerned subject to approval by the commander of the area in which the depot concerned is situated.	50 per cent. from abroad, the remainder from home. The officer i/c records will notify the O.C. unit concerned of impending vacancies in his quota.
Soldiers below the rank of serjeant in the infantry; below the rank of corporal in the R.Tank Corps.	Tour of duty	O.C. home unit subject to approval by the commander of the area in which the depot concerned is situated.	Home units.

(*b*) In the case of the infantry, the foreign service battalion should not furnish more than one half of its quota of warrant officers and N.C.Os. for the depot during any one trooping season.

(*c*) Where a warrant officer or N.C.O. in a foreign service unit is selected to relieve a warrant officer or N.C.O. at a depot, the latter, unless he is himself proceeding abroad, may be retained at the depot pending the arrival of his relief from abroad provided that, if he is serving on the term of his original enlistment, his service will not be prolonged beyond 12 years. Reliefs from abroad, therefore, must be arranged to embark for home early in the trooping season.

(*d*) Personnel for posting from units at home to depots will be despatched in sufficient time to ensure their arrival at depots before the departure of the personnel due for relief.

324. (*a*) On the last day of each quarter the O.C. depot will notify the commander of the area in which the depot is situated of the vacancies which are due to occur during the ensuing twelve months amongst the ranks of those permanently posted to the depot. The latter officer will obtain, direct from Os.C. regular units and, through the officer i/c records, from T.A. units of the corps concerned, lists of qualified candidates who are recommended for appointment and who will be available at the date on which the vacancy will occur. These lists will be supported by A.F. E 627.

(*b*) If the impending vacancy is in the rank of warrant officer, Class I (regimental serjeant-major), or warrant officer, Class II (regimental quartermaster-serjeant), the commander of the area in which the depot is situated will consult the lists referred to above and will select from the corps concerned either a soldier of the required rank and appointment or one who is recommended for promotion to the required rank

and for employment in the vacancy. In making selection, consideration will be given to personnel on the establishment of the depot concerned and to warrant officers and N.C.Os. serving with the T.A. or Supplementary Reserve permanent staff, who have been appointed from the corps in which the vacancy exists.

(*c*) When a vacancy occurs other than in the two appointments already provided for, the commander of the area in which the depot is situated will make a selection from the appropriate lists of the corps concerned. If no suitable soldier of the required rank is available the senior soldier of the next lower rank in the corps concerned who is recommended by his C.O. for promotion and for the appointment, and who is considered suitable by the area commander, will be selected and posted to fill the vacancy and will be promoted to the requisite rank.

(*d*) The names of the candidates so selected will be notified to the officer i/c records, who, if the selected soldier is serving at home, will carry out the posting, arranging through the usual channels for the move in conjunction with the O.C. unit concerned. Where promotion to warrant officer, Class I, is involved, A.F. B 299 will also be submitted to the officer i/c records concerned. In the case of a unit serving abroad the officer i/c records will notify to the unit abroad, through the usual channels, by 1st August, the names of soldiers who will be required by the following 1st April, to ensure their being sent home during the current trooping season.

325. On the last day of each quarter the O.C. depot will notify the officer i/c records of the number of reliefs required during the following twelve months for personnel posted for a tour of duty. The officer i/c records will then inform Os.C. units direct of the quota to be furnished by them and the dates on which the vacancies will occur. The O.C. unit will submit to the commander of the area in which the depot is situated, on A.F. E 627, the names, &c., of the candidates whom he selects for appointment to the depot. When the area commander has approved of a selection he will notify the officer i/c records concerned, who will carry out the posting in accordance with para. **324** (*d*).

Royal Artillery

326. (*a*) A regular soldier selected for a tour of duty in the depot should have completed not less than two years' service, and have at least three years' unexpired service. If suitable personnel with two years' completed service are not available, the soldier whose service most closely approximates to two years, and who is otherwise qualified, may be selected. A soldier will not be posted to the establishment of the depot until at least two years have elapsed since he was last employed at the depot or on the permanent staff of the T.A. or Supplementary Reserve.

(*b*) The tour of service at the depot will be [illegible] years [illegible] battery serjeant-majors, serjeants (instructors [illegible] tors) for whom the tour will be two years. The tour of officers [illegible] and grooms will correspond to the tours of the officers concerned.

(*c*) Tours will not be extended without [illegible] of State, The War Office.

327. Warrant officers and battery [illegible] posted to the depot as required by the [illegible]

Royal Engineers

328. (*a*) The normal tour of duty for warrant officers and N.C.Os. at the R.E. Depot, Chatham, and the R.E. Mounted Depot, Aldershot, will be three years. The minimum completed colour service required before posting to the depots will normally be three years. If suitable personnel with three years' completed service are not available, the soldier whose service most closely approximates to three years, and who is otherwise qualified, will be chosen. The minimum unexpired colour service necessary will normally be three years.

(*b*) Warrant officers and N.C.Os. will normally be selected by the officer i/c records from lists of recommended personnel furnished to him annually on 1st April, on A.F. E 827, by *G.Os.C. commands at home and abroad.

Royal Corps of Signals

329. (*a*) The normal tour of duty at the Signal Training Centre will be three years, but this may be extended by the officer i/c records for a further year in special cases on the recommendation of the Commandant, Signal Training Centre.

(*b*) On 1st June annually the Commandant, Signal Training Centre, will notify the officer i/c records of the number of relids required for the permanent cadre of the Signal Training Centre during the following 12 months. The officer i/c records will then inform Os.C. units, through C.S.Os., of the quotas to be furnished by them and the dates on which the vacancies will occur. The Os.C. units will then submit by 1st August to the officer i/c records (through C.S.Os.) on A.F. E 827 the names and particulars of the personnel whom they select for appointment to the depot.

(*c*) Personnel recommended should either have 2 years' unexpired colour service, or should be willing to extend their service if eligible and provided that a vacancy exists in the "extension" quota, or to re-engage in accordance with existing regulations.

Royal Army Service Corps

330. (*a*) The normal tour of duty with a depot company will be two years. The minimum completed colour service required before posting to a depot company will normally be three years. The minimum unexpired colour service necessary will be two years. The normal tour of duty will not be exceeded without reference to the Under-Secretary of State, The War Office.

(*b*) Warrant officers and N.C.Os. will be selected by the officer i/c records from lists of recommended personnel furnished to him annually on 1st April on A.F. E 827 by *G.Os.C. commands at home and abroad, and should be fully qualified to instruct the unit to which they are posted.

Royal Army Medical Corps

331. (*a*) Soldiers of the R.A.M.C. required for a tour of duty at the R.A.M.C. Depot will be selected by the officer i/c records on the recommendation of the O.C. depot from the home establishment provided that, in the case of appointments having a fixed tenure, they have at least two years to serve on that establishment. The regimental sergeant-major will be selected from among all the warrant officers, Class I, serving at home and abroad.

(*b*) The tour of duty for the following appointments will be for a period of three years, and will only be extended under very special circumstances

*O.C. troops where no G.O.C. exists.

with the sanction of the officer i/c records:—Regimental serjeant-major, regimental quartermaster-serjeant, company serjeant-major and quartermaster-serjeant, orderly-room chief clerk, chief clerk to the training officer and a warrant officer or N.C.O. employed as instructor. The tour of duty for other N.C.Os. and men will be at the discretion of the officer i/c records.

(*c*) Such warrant officers or N.C.Os. will not be eligible to be posted again for a tour of duty at the depot until a period of two years has elapsed since they were last employed there, nor will a N.C.O. be posted to the depot for duty within a period of two years of relinquishing his appointment as an instructor to the T.A. or Supplementary Reserve.

(*d*) Lists of recommended personnel will be furnished annually on 1st April to the officer i/c records on A.F. E 627, by G.Os.C. commands at home and, in the case of warrant officers, Class I only, by *G.Os.C. commands abroad.

Conditions affecting the Permanent Staff of the T.A., Supplementary Reserve and O.T.C.

332. The following qualifications will be required of a warrant officer, Class II, or N.C.O. of the Regular Army for appointment to the permanent staff of the Territorial Army or Supplementary Reserve, and to contingents of the Senior Division of the O.T.C.

(i) *Yeomanry and Infantry.*

(*a*) He must have qualified at a school of musketry or small arms school.†‡

(*b*) This qualification will not be required of a warrant officer, Class II, or N.C.O. who has returned from service abroad within a period not exceeding 6 months prior to the date of his posting to the permanent staff. Such a warrant officer or N.C.O., however, if not already qualified at a school of musketry or small arms school,‡ must be a marksman or 1st class shot, and he will be required to qualify at a school of musketry or small arms school‡ at the first available opportunity after joining the unit to which he is posted.

*O.C. troops where no G.O.C. exists.

†Warrant officers and N.C.Os. who have obtained a satisfactory report on completion of a qualifying course in the rifle or light gun at the following schools will be considered as qualified:—

Rifle:—
- School of Musketry, Hythe (up to July, 1919).
- Small Arms School, Hythe (up to 6th March, 1926).
- Small Arms School, Hythe Wing.
- Small Arms Schools in India.
- Small Arms Branch of Imperial School of Instruction, Zeitoun, Egypt.
- Rhine Garrison Musketry School.
- School of Musketry, Bloemfontein (up to August, 1914).

Light Gun:—
- School of Musketry, Hythe (up to July, 1919).
- Small Arms School, Hythe (up to 6th March, 1926).
- Small Arms School, Hythe Wing.
- Small Arms Schools in India.
- Rhine Garrison Musketry School.
- Small Arms Branch of Imperial School of Instruction, Zeitoun, Egypt (from 2nd August, 1920).

‡For the present qualification at a school of musketry or small arms school will not be regarded as a necessary condition of appointment to the permanent staff in the case of any warrant officers or N.C.Os. Warrant officers and N.C.Os. whether they have recently returned from service abroad or whether they have been serving at home, who are not so qualified, may be posted to the permanent staff. Such warrant officers and N.C.Os. will, however, be required to qualify at a school of musketry or small arms school at the first available opportunity after joining the units to which they are posted or attached.

(*c*) In addition, one warrant officer, Class II, or N.C.O. in each unit should have qualified at a machine-gun school. If on a vacancy arising in the permanent staff of a unit there is no qualified machine-gun instructor already serving with it, a warrant officer or N.C.O. should be selected from those already qualified at a machine-gun school. If this is not possible the warrant officer or N.C.O. selected will be required to qualify at the Small Arms School, Netheravon Wing, at the first available opportunity after joining the unit to which he is posted.

(ii) *R.A.*

(*a*) *Horse, Field and Medium.*—He must qualify at the first available opportunity at the School of Artillery, Larkhill, unless already so qualified or in possession of a gunnery staff course certificate obtained within the last four years. The course will last six weeks.

(*b*) *Light.*—He must qualify at the School of Artillery as above, and be serving in a light battery.

(*c*) *Anti-Aircraft.*—He must have qualified with an anti-aircraft brigade and at the School of Anti-Aircraft Defence.

(*d*) *Heavy.*—He must qualify at the first available opportunity at the Coast Artillery School, Shoeburyness, unless so qualified or in possession of a gunnery staff course certificate obtained within the last four years. The course will last two months.

(*e*) In addition, one warrant officer, Class II, or N.C.O. in each brigade, R.A. (horse, field, light, medium, anti-aircraft or heavy), should be in possession of an assistant instructor's certificate in signalling—not more than 5 years old. If, on a vacancy arising in the permanent staff of a brigade, R.A., there is no assistant instructor in signalling already serving with it, a warrant officer, Class II, or N.C.O. should be selected from those already in possession of such a certificate. If this is not possible the warrant officer or N.C.O. selected will be required to attend a course as under, at the School of Signals, at the first available opportunity after joining the T.A. brigade to which he is posted:—

(i) If in possession of an assistant instructor's certificate in signalling more than 5 years old—a refresher course of 6 weeks' duration.

(ii) If not in possession of an assistant instructor's certificate in signalling—a regimental course of 14 weeks' duration.

(iii) *R.E. and R. Signals.*

He must be specially selected as fully qualified to instruct the unit to which he is posted.

(iv) *R. Tank Corps.*

(*a*) He must have qualified—

(i) at an instructors' gunnery course, and

(ii) at an instructors' driving and maintenance course,

at the R. Tank Corps schools at home or in India.

(*b*) In exceptional cases, more particularly in the case of soldiers serving abroad (*see* para. 337 (*b*) (ii) a warrant officer, Class II, or a N.C.O. who is not qualified as at (*b*) may be appointed, subject to his qualifying within six months of joining his new unit.

(v) *R.A.S.C.*

He must be specially selected as fully qualified to instruct the unit to which he is posted.

(vi) *R.A.M.C.*

He must qualify at the R.A.M.C. Training Establishment.

333. (*a*) Except in the case of concentrated units (i.e., units located entirely in one place) every warrant officer and N.C.O. appointed to the permanent staff will, unless previously qualified, be required to obtain within six months of his posting or attachment, a certificate from the Chief Inspector of Small Arms, showing that he is able to execute minor repairs to rifles and is capable of stripping, cleaning and examining them. In the case of concentrated units at least one-third of the authorized permanent staff establishment of the unit will be required to hold or obtain this certificate.

(*b*) Application for a warrant officer or N.C.O. to obtain this certificate should be made direct to the Chief Inspector of Small Arms, Royal Small Arms Factory, Enfield Lock, who will name a date for him to be received.

(*c*) The provisions of this para. do not apply to R.A.M.C.

334. (*a*) Warrant officers and N.C.Os. appointed to the permanent staff will be posted or attached for a tour of duty, the duration of which will be:—

(i) In the case of acting regimental serjeant-majors—three years, with power of extension as considered desirable;

(ii) In the case of other warrant officers and of N.C.Os—three years, with power of extension year by year to a maximum of five years.

(*b*) Applications for re-posting from the permanent staff, including those affecting warrant officers or N.C.Os. who have shown themselves temperamentally unsuited for such employment, will be dealt with as laid down in paras. **318** and **319**.

(*c*) The authority for the extension of a tour of duty will be the officer i/c records of the warrant officer or N.C.O. Application, accompanied by the written consent of the warrant officer or N.C.O. and by a report from the officer i/c recruiting zone concerned on the manner in which the instructor has carried out his Regular Army recruiting duties, will be submitted by the O.C., the T.A., Supplementary Reserve, or O.T.C. unit through the prescribed channels to the G.O.C.-in-C. who, if he considers the tour of duty should be extended, will pass the application to the officer i/c records. In the case of the cavalry, infantry and R. Tank Corps the consent of the O.C. unit from which the instructor was drawn will accompany the application. In the case of the R.A. the concurrence of the O.C. unit will be obtained before the case is submitted to the G.O.C.-in-C. if the unit is serving at home. Applications should be received by officers i/c records at least two months before the termination of the warrant officer's or N.C.O's. current tour.

(*d*) On the termination of a tour of duty on the permanent staff, a warrant officer, Class II, or N.C.O. will revert to the home establishment of his regular regiment or corps and will not again be eligible for such appointment until, in the case of the cavalry, infantry and R. Tank Corps, two years, or in the case of other corps one year, have elapsed since he was last employed with a depot or on the permanent staff or was on the strength of the Central Schools, R. Tanks Corps or R. Tanks Corps School, India.

(*e*) A warrant officer, Class II, or N.C.O. serving on the T.A. permanent staff will be permitted to revert to a regular unit at home at any time if selected for immediate promotion in that unit.

335. (*a*) The number of warrant officers, Class II (company-serjeant-majors, or equivalent appointment), or staff-serjeants, on the permanent staff of T.A. units will be as follows:—

(i) In each unit or group where less than three serjeant-instructors are allowed, one, who will be acting regimental serjeant-major if allowed by the establishment.

(ii) In each unit or group where three serjeant-instructors are allowed, one, who will be the acting regimental serjeant-major.

(iii) In each unit or group where four, five or six serjeant-instructors are allowed, two, including the acting regimental serjeant-major.

(iv) In each unit or group where seven or more serjeant-instructors are allowed, three, including the acting regimental serjeant-major.

(v) In R.A.S.C. units (cavalry divisional trains and infantry divisional trains) the senior permanent staff instructor will be a staff-serjeant.

(vi) In R.A.M.C. units (field ambulances) and R.A.M.C. schools of instruction the permanent staff instructor will be a staff-serjeant.

(vii) In each artillery brigade or group where two or more warrant officers, Class II, are allowed, an assistant instructor in gunnery (battery serjeant-major or battery quartermaster-serjeant) may replace a warrant officer, Class II.

(*b*) A corporal of the R.E. or of the R. Signals whilst serving on the permanent staff of the T.A. will be granted the temporary rank of serjeant, or higher rank for the period during which he may be required to fill one of the posts in sub-paras. (i) to (iv) above, but will retain his place on the promotion roll of the corps for all purposes connected with permanent rank, pensions, &c.

(*c*) Except as laid down above, all N.C.Os. appointed to the permanent staff of the T.A. or Supplementary Reserve will be serjeants.

336. (*a*) C.Os. of regular units (as shown in para. **337** (*b*)) will submit half-yearly to the officer i|c records a list, on A.F. E 628, of all warrant officers, Class II, and N.C.Os. who are qualified for appointment to the permanent staff of the T.A., showing whether they are desirous of and are recommended for such appointment; variation returns or nil returns will be sent monthly. When a name is included in the list for the first time, copies of conduct sheets will be annexed, and if the C.O. considers that a warrant officer, Class II, or N.C.O. is likely to receive promotion in his regular unit within two years of the submission of A.F. E 628, a note to that effect should be made on the army form.

(*b*) Similar lists, other than for the R. Tank Corps, R.A.S.C., R.A.O.C., and R.A.P.C., will also be submitted of N.C.Os., not below the rank of serjeant, who are desirous of, and recommended for, appointment as serjeant-instructor to contingents of the Senior Division, Officers Training Corps.

(*c*) A C.O. will at once report to the officer i/c records any occurrence affecting either the character or the efficiency of any warrant officer, Class II, or N.C.O. whose name has been placed on the list.

337. (*a*) The selection of a warrant officer, Class II, or N.C.O. for the permanent staff will be made by the officer i|c records of the corps from which the warrant officer, Class II, or N.C.O. is taken.

(*b*) Selection will be made as follows :—

(i) In the R.A.—from units at home and abroad, including India.

(ii) In the cavalry, infantry and R. Tank Corps—from units at home and (in accordance with instructions as to numbers which will be issued from the War Office from time to time) from units abroad, excluding India.

(iii) In all other cases—from units at home.

(*c*) Subject to the conditions as to numbers referred to at (*b*) (ii) above, vacancies on the permanent staff will be filled by the appointment of the senior candidate registered who is serving in the units mentioned at (*b*) above at home, is desirous of being posted, is of the required rank, and is considered by the officer i|c records to be suitable for the particular appointment.

(*d*) When no soldier of the required rank serving in the units mentioned at (*b*) above is registered as desirous of being posted to fill a vacancy, the officer i|c records will select from such units the senior suitable soldier of the required rank who is liable and available for posting to the permanent staff.

(*e*) When a soldier in a foreign service unit is selected to relieve a soldier who is serving on the permanent staff, arrangements must be made for the former to embark for home early in the trooping season, and, if the soldier whom he is to relieve is himself proceeding abroad, the tour of duty on the permanent staff of the latter will be adjusted in order to permit of his embarkation accordingly.

(*f*) A soldier will not be appointed to fill a vacancy on the permanent staff if the officer i|c records is satisfied that he is likely to receive promotion in his regular unit within the next two years.

The duties of permanent staff instructors are to be found in T.A. Regulations, and they will be brought to the notice of any soldier who registers for such employment, and also when he is posted to the T.A.

7.—TRANSFER TO THE ARMY RESERVE AND DISCHARGE FROM THE COLOURS

General Instructions

338. A soldier has not a right to claim transfer to the Army Reserve before completion of his period of service with the colours, or, except under Section 81 of the Army Act, to claim discharge before completion of the period for which he enlisted. Either indulgence may be granted only when the exigencies of the service permit.

339. The transfer to the reserve or discharge of a soldier serving at home will be carried out by the time the soldier becomes due for transfer or discharge.

340. (*a*) A soldier while serving overseas may be permitted by the G.O.C. the command in which he is serving to be discharged or transferred

to the Army Reserve and remain overseas. In such cases the following procedure will be observed before permission is granted :—

(i) In the case of a man who wishes to remain overseas in the command in which he is serving, the approval of the local civil authorities must be obtained.

(ii) In the case of a man who wishes to reside in any other country where there are regular British troops, the G.O.C. under whom he is serving will communicate with the G.O.C. the command in which the man wishes to reside in order to ascertain whether the local civil authorities have any objection and to ensure that all local conditions as to residence are complied with.

(iii) In cases other than those referred to at (i) and (ii) above, the authority abroad carrying out the transfer to the reserve or discharge will take steps, before doing so, to ensure that the soldier has ascertained that the immigration laws of the country to which he wishes to proceed do not preclude his immediate admission to that country.

(*b*) In the case of men being transferred to the reserve the provisions of para. **457** will also apply, and the O.C. unit will notify the officer i/c records that such permission has been granted and will forward a declaration signed by the soldier that he understands the conditions imposed.

341. (*a*) A soldier who becomes due for transfer to the reserve or discharge while serving overseas and is not permitted to remain overseas, will be brought home within the limits of the terms of his service as prescribed by Sections 77 and 87 of the Army Act, and his transfer or discharge carried out with all convenient speed.

(*b*) The proceedings on A.F. B 268 (completed as regards Part I as far as possible) and the documents referred to in para. **1166** will accompany a soldier sent home from overseas for transfer to the reserve, discharge, or invaliding from the service.

(*c*) The proceedings on A.F. B 268 and the documents of a soldier proceeding from overseas independently, or in a draft not under command of an officer, will be forwarded by post (*see* para. **1166**) so as to arrive before, or at the same time as, the soldier is expected to arrive home. In such case the soldier will be in possession of written instructions as to his disposal on arrival home.

342. (*a*) Except when a soldier is, with his consent, prematurely transferred to the reserve for the purpose of immediately re-entering upon army service for a modified term of service, the procedure detailed in the following paragraphs will be observed.

(*b*) In the case of premature transfers as above, the procedure to be followed will be specially laid down, in instructions issued by the Army Council.

343 (*a*) The proceedings in connection with transfer to the reserve or discharge will be carried out on A.F. B 268, and in the case of re-transfer to the reserve on A.F. B 268A.

(*b*) In the case of a soldier granted furlough before transfer or discharge, the proceedings on A.F. B 268, with the exception of *confirmation*, will be completed before the soldier proceeds on such furlough, and the soldier will not be required to return to his unit.

(*c*) In the case of (i) a soldier detached from his unit whom it is not practicable to recall to his unit, (ii) a soldier who is a patient in hospital, not being invalided, and (iii) a soldier who is undergoing imprisonment or detention, the O.C. the soldier's unit is responsible for ensuring that the proceedings on A.F. B 268, with the exception of *confirmation*, are made out before the date on which the soldier becomes due for such transfer or discharge.

(*d*) In the case of a soldier who is a patient in hospital and is to be brought before a medical board for the purpose of being invalided, the O.C. the soldier's unit will forward the proceedings on A.F. B 268, completed as far as possible, to the O.C. hospital before the medical board assembles. (*See* para. **378**.)

344. A soldier may be permitted to reside overseas while in the Army Reserve. The conditions under which this permission may be granted are given in para. **457**.

345. (*a*) The three stages in carrying out a soldier's transfer to the reserve or discharge are:—

(i) *To authorize, i.e.*, to give authority for the transfer or discharge to be carried out.

(ii) *To carry out, i.e.*, to fix the date of, and effect the transfer, or discharge (*see* para. **371**).

(iii) *To confirm, i.e.*, to complete the transfer or discharge for the date on which it takes effect.

(*b*) The competent officers to *authorize, carry out*, and *confirm* transfer to the reserve or discharge are given in paras. **369, 370**, and **497**.

346. In accordance with Section 158 of the Army Act, a soldier transferred to the reserve or discharged while undergoing a sentence of imprisonment or detention will complete the sentence after his transfer or discharge has been carried out.

347. A soldier unfit to proceed to his home in consequence of illness when transferred to the reserve or discharged, may receive treatment in hospital until fit to travel, or after he is fit to travel, if remedial treatment is sanctioned, in accordance with the provisions of Regulations for the Medical Services of the Army. Whenever a man is so retained the reason for retention will be reported to the G.O.C.-in-C. each month.

348. In the case of a soldier who is retained in a hospital, prison or detention barrack after his transfer or discharge is completed, the address of the hospital, prison, or detention barrack in which he is so detained will be notified to the officer i/c records on A.F. B 268.

349. Transfer or discharge will not be delayed on account of missing or incomplete documents. If for any reason the soldier's certificate of service A.F. B 108, is not ready for issue to him, he will be furnished by the officer i/c records with a memorandum informing him that this certificate will be forwarded to him. The memorandum will include information, if available, regarding the soldier's conduct and character, as recorded in A.F. B 268, and the cause of transfer or discharge.

350. If a soldier has a claim against the public, and wishes it settled before his transfer or discharge is carried out, every endeavour will be made to do so. His transfer or discharge will not, however, be delayed beyond the date on which it is due, if settlement is not possible by that

(*c*) In the case of (i) a soldier detached from his unit whom it is not practicable to recall to his unit, (ii) a soldier who is a patient in hospital, not being invalided, and (iii) a soldier who is undergoing imprisonment or detention, the O.C. the soldier's unit is responsible for ensuring that the proceedings on A.F. B 268, with the exception of *confirmation*, are made out before the date on which the soldier becomes due for such transfer or discharge.

(*d*) In the case of a soldier who is a patient in hospital and is to be brought before a medical board for the purpose of being invalided, the O.C. the soldier's unit will forward the proceedings on A.F. B 268, completed as far as possible, to the O.C. hospital before the medical board assembles. (*See* para. **378**.)

344. A soldier may be permitted to reside overseas while in the Army Reserve. The conditions under which this permission may be granted are given in para. **457**.

345. (*a*) The three stages in carrying out a soldier's transfer to the reserve or discharge are:—

(i) *To authorize, i.e.*, to give authority for the transfer or discharge to be carried out.

(ii) *To carry out, i.e.*, to fix the date of, and effect the transfer, or discharge (*see* para. **371**).

(iii) *To confirm, i.e.*, to complete the transfer or discharge for the date on which it takes effect.

(*b*) The competent officers to *authorize, carry out,* and *confirm* transfer to the reserve or discharge are given in paras. **369, 370,** and **497**.

346. In accordance with Section 158 of the Army Act, a soldier transferred to the reserve or discharged while undergoing a sentence of imprisonment or detention will complete the sentence after his transfer or discharge has been carried out.

347. A soldier unfit to proceed to his home in consequence of illness when transferred to the reserve or discharged, may receive treatment in hospital until fit to travel, or after he is fit to travel, if remedial treatment is sanctioned, in accordance with the provisions of Regulations for the Medical Services of the Army. Whenever a man is so retained the reason for retention will be reported to the G.O.C.-in-C. each month.

348. In the case of a soldier who is retained in a hospital, prison or detention barrack after his transfer or discharge is completed, the address of the hospital, prison, or detention barrack in which he is so detained will be notified to the officer i/c records on A.F. B 268.

349. Transfer or discharge will not be delayed on account of missing or incomplete documents. If for any reason the soldier's certificate of service A.F. B 108, is not ready for issue to him, he will be furnished by the officer i/c records with a memorandum informing him that this certificate will be forwarded to him. The memorandum will include information, if available, regarding the soldier's conduct and character, as recorded in A.F. B 268, and the cause of transfer or discharge.

350. If a soldier has a claim against the public, and wishes it settled before his transfer or discharge is carried out, every endeavour will be made to do so. His transfer or discharge will not, however, be delayed beyond the date on which it is due, if settlement is not possible by that

REPORT TO BE RENDERED IN THE CASE OF DISCHARGE OF A BOY (FOR ANY CAUSE), WHO ENLISTED FROM A REFORMATORY OR INDUSTRIAL SCHOOL OR POOR LAW ESTABLISHMENT, OR OF A SOLDIER ON ACCOUNT OF HAVING MADE A MIS-STATEMENT AS TO AGE.

Unit and Corps.....

Army No..... Surname .....

Christian Names .....

School or Establishment from which enlisted (if any) .....

.....

Date of Enlistment .....

Cause of Discharge .....

.....

Proposed date of Discharge .....

To.....

.....

.....

With reference to the above particulars, it is requested that you will notify me, on the reverse side of this form, of any wishes you may have as to the disposal of this soldier on discharge.

It is important that a reply be received from you within 7 days from to-day.

If no reply is received by that date the soldier will be sent to the following address*

.....

.....

Place..... .....

Date..... Officer Commanding.....

---

* Here insert Reformatory School, Industrial School, Poor Law Establishment or any other address according to the table in paragraph 351, King's Regulations, 1928.

352. (*a*) Before enrolment for Section 'A,' transfer to Section 'B' or re-engagement for Section 'D' of the Army Reserve of a serving soldier is carried out he will be medically examined by the officer in medical charge of the unit as to fitness for service in the reserve, and the medical certificate on A.F. B 268 will be completed. Any soldier found medically unfit for service in the reserve, both at home and abroad, will be brought forward for discharge as an invalid, or dealt with as in (*b*)† below if considered fit for base or garrison service only.

(*b*) When the officer in medical charge of the unit considers that a soldier who is suffering from a minor disability not exceeding 20 per cent., but who has performed his duties without serious inconvenience up to the date on which he is due for transfer to the reserve, is suitable for service in the reserve "for base or garrison service only" he will complete the appropriate certificate on A.F. B 268. The proceedings and documents

†Sub-para. (*b*) is not applicable to men being transferred to the Royal Malta Artillery Reserve.

will be forwarded to the officer i/c records who will state whether the soldier can be accepted for service in the reserve in this category. In the event of the soldier not being accepted for base or garrison service only he will be brought forward for discharge as an invalid.

(*c*) Before *carrying out* the discharge of a soldier at the termination of his engagement, if there is any reason to suppose that he is suffering from a disability lessening his earning powers in civil life, a medical board will be assembled to determine the cause of his disability, its probable duration, and the amount of incapacity at the time. The discharge documents of the soldier with the proceedings of the medical board will be submit ed to the Commissioners, Royal Hospital, Chelsea, as directed in para. **353**.

353. (*a*) The Minister of Pensions will decide whether a soldier who claims to be, or is found to be, suffering from a disability incurred by service in the Great War shall receive a disability pension. Likewise the Commissioners, Royal Hospital, Chelsea, will decide in the case of a disability incurred in service other than during the Great War.

(*b*) The documents of a soldier invalided from the service, or of one who on transfer to the reserve or on discharge claims or is found to be suffering from a disability attributable to service, whether before, during or after the Great War, will be forwarded on confirmation of transfer or discharge to the Secretary, Royal Hospital, Chelsea, who will refer to the Ministry of Pensions when occasion arises.

354. Before a soldier's transfer or discharge is *carried out*, he will be given every facility to obtain his civilian clothing if he so desires, and his uniform will be disposed of in accordance with Clothing Regulations.

355. Furlough pending transfer to the reserve or discharge may be granted under the conditions of para. **1516**.

356. (*a*) Before a soldier leaves his unit, arrangements will be made for the issue to him of pay and allowances due for the period of furlough pending discharge, subject to the state of the man's account, of any credit balance which may have accrued since the preceding pay day, and any other arrears known to be due. A soldier will also be informed that he will receive from the regimental paymaster a further payment representing any final balance due to him, including any gratuity to which he may be entitled under the Pay Warrant, and any allowance in lieu of plain clothes under Clothing Regulations.

(*b*) In the case of a soldier to be invalided from the service, the O.C. unit will forward a detachment pay sheet (A.F. N 1510), together with the sum of £1, to the O.C. hospital as directed in para. **378**.

(*c*) When the transfer or discharge of a soldier is *carried out*, A.F. O 1809, showing payments to, and charges against, the soldier up to the date of his leaving his unit will be forwarded to the regimental paymaster.

357. When a soldier leaves the colours on transfer to the reserve or discharge (except under para. **370** (x), (xi) when from a detention barrack, (xii), or (xiii)) he will be given:—

(i) A soldier's pass (A.F. B 295). This pass will be given to the soldier as a protection certificate pending the receipt of his certificate of service from the officer i/c records.

A note to the effect that the soldier is entitled to wear civilian clothes will be inserted at the head of the pass.

In the case of a soldier discharged without being granted furlough prior to discharge the following words will be inserted in the last line of the pass:—
"his home on discharge from the service, pending the receipt of his certificate of service,"
and the reference to general mobilization at the head of the Army Form will be deleted.

(ii) Army Form D 401 in the case of a soldier discharged to pension.

(iii) A postcard (A.F. D 424) on which to report his address (in the case of a reservist) or any change of address (in the case of a discharged soldier) to the officer i/c records. The address of the officer i/c records will be inserted by the O.C. unit before the postcard is given to the soldier.
The instruction on the postcard will be explained to the soldier before it is given to him.

(iv) A railway warrant to his home in accordance with Allowance Regulations.

(v) A copy of the Guide to Civil Employment for Regular Sailors, Soldiers and Airmen if his assessment of military conduct is not less than "Good."

358 (*a*) Before a soldier leaves the colours on transfer to the reserve, he will be informed that he will receive a certificate of identity (A.F. D 461) and life certificate (A.F. D 462) by post from the regimental paymaster, and he will be instructed to bring them with him whenever he is called out for training or for service with the colours.

(*b*) The Instructions for the Guidance of Reservists and Instructions to Join, the use of the cash order and railway warrant contained in the certificate of identity, and the penalty for improper use of the cash order and railway warrant as laid down in the Pay Warrant will be explained to the soldier before he leaves the colours.

359. On transfer to the reserve a soldier will report his address on postcard (A.F. D 424) to the officer i/c records, and will keep him informed of any change of address while he continues to serve in the Army Reserve.

360. (*a*) The certificate of service will be forwarded [illegible] within 24 hours of the receipt of the documents by the [illegible]

(*b*) In the case of a soldier transferred or discharged [illegible] hospital and retained in hospital after transfer or [illegible] will be forwarded to the O.C. hospital to be handed [illegible]

(*c*) In the case of a soldier transferred or discharged [illegible] a sentence of imprisonment or detention, the [illegible] to the governor of the prison, or commandant [illegible] be handed to the soldier on his release from [illegible]

(*d*) A soldier's will, if it has been deposited [illegible] forwarded to the soldier with these documents.

361. In the case of a soldier of the [illegible] who is considered on transfer as likely to be [illegible] on active service, on account of [illegible]

(ii) the O.C. a cavalry or infantry brigade or the artillery of the division;

the O.C. a brigade area in India;

the O.C. a regiment of Foot Guards (irrespective of whether or not he holds the substantive rank of colonel), with regard to the units of the regiment under his command which are stationed in the London District.

368. For the purpose of *authorizing* and *carrying out* transfer to the reserve or discharge from the colours, and assessment of character in testimonial form and military conduct, the expression "O.C." unit means in the case of:—

Cavalry.—O.C. regiment.

R.A.—Officer exercising a lieutenant-colonel's command R.A., or, in the case of isolated companies or batteries, the O.C. company or battery.

R.E.—Officer exercising a lieutenant-colonel's command R.E., or, in the case of isolated companies, the O.C. company.

R. Signals.—O.C. corps signals, divisional signals, cavalry divisional signals or other signal company.
O.C. a training battalion.
In the case of independent signal sections or troops, the O.C. the unit to which they are attached for administration purposes.

Infantry.—O.C. battalion.

R. Tank Corps.—Colonel-commandant, R. Tank Corps Centre Headquarters; O.C., R. Tank Corps Depot; chief instructor, Central Schools; O.C. battalion; O.C. armoured car company, at home or in the colonies; O.C., Tank and Tracked Transport Experimental Establishment; Commandant, R. Tank Corps School, India; O.C., group of armoured car companies in India —or, where a company is detached from group headquarters, O.C. armoured car company.

R.A.S.C.—Officer exercising a lieutenant-colonel's command R.A.S.C., or, in the case of an isolated company, the O.C. company.

R.A.M.C.—Officer exercising a lieutenant-colonel's command R.A.M.C., or, in the case of an isolated company, the O.C. company.

A.D. Corps—For the purpose of *authorizing* or *carrying out* transfer or discharge, the O.C. the company R.A.M.C. to which the soldier is attached; and for the purpose of assessment of character and conduct the O.C. the company R.A.M.C. in consultation with the A.D. Corps officer under whom the soldier is employed.

R.A.O.C.—Officer exercising a lieutenant-colonel's command R.A.O.C., or, in the case of an isolated company or section, the O.C. company or section.

R.A.V.C.—The senior R.A.V.C. officer at the headquarters of the command.

R.A.P.C.—The command or regimental paymaster under whom the soldier is serving.

Corps of Military Police.—For the purpose of *authorizing* and *carrying out* transfer to the reserve and discharge, the officer i/c records; and for the purpose of assessment of character and conduct, the officer under whom the soldier is immediately serving.

A.E.C.—For the purposes of *authorizing* and *carrying out* discharge, the officer i/c records, and for the purpose of assessment of character and conduct, the O.C. unit with which the soldier is serving.

Depots.—For all arms, corps and departments, the O.C. depot.

Permanent Staff of the T.A. and Supplementary Reserve. The officer i/c records, who will consult the O.C. the T.A. or Supplementary Reserve unit.

M.P.S.C.—For the purpose of *authorizing* and *carrying out* transfer or discharge, the officer i/c records; for the purpose of assessment of character and conduct, the governor of the military prison, or commandant of the detention barrack, on the staff of which the soldier is serving.

Army Physical Training Staff.—The Inspector of Physical Training, Aldershot.

Schools of Instruction.

School of Artillery Military College of Science. Coast Artillery School Small Arms School Royal Military College Staff College Royal Military Academy Royal Military School of Music Duke of York's Royal Military School Royal Hibernian Military School Queen Victoria School School of Signals Senior Officers' School Boys Technical School School of Electric Lighting	Commandants for the soldiers permanently posted to these establishments.

School of Cookery—Commandant, R.A.S.C. Training College.

Causes, Competent Officers and Procedure regarding Transfer to the Reserve

369. (*a*) The various causes of transfer to the reserve, the competent officers to *authorize, carry out* and *confirm* transfer to the reserve, and special instructions regarding the cause of transfer to the reserve in each case are given in the following table. The words in italics in column (1) will be used for recording the cause of transfer to the reserve.

(*b*) For the procedure in the case of soldiers serving overseas who are permitted to remain overseas on transfer to the reserve, *see* para. **340.**

(*c*) A transfer to the reserve is complete as soon as it has been *confirmed* by the competent officer.

Cause of Transfer to Reserve	Competent Officer to—			Special Instructions
	Authorize Transfer	Carry out Transfer	Confirm Transfer	
(1)	(2)	(3)	(4)	(5)
(i) *On expiration of his period of colour service*	O.C. ..	O.C. ..	Officer i/c Records	For procedure in case of a soldier serving overseas who wishes to remain overseas on transfer to the reserve, *see* para. 340.
(ii) *With his consent before expiration of his period of colour service*—				For procedure in case of a soldier who elects discharge to pension having rendered a total service of at least 18 years, *see* para. 370 (xxi) (*a*).
(*a*) Soldier serving at home who is within three months of the completion of his colour service	O.C. ..	O.C. ..	Officer i/c Records	To enable the soldier to take up civil employment which cannot be held open. (*See* note to para. 370 (xxi) (*a*).)
(*b*) Soldier serving abroad who is within six months of the completion of his colour service	G.O.C.	O.C. ..	Officer i/c Records	To enable a soldier to take up civil employment within the command in cases where the vacancy cannot be held open. The G.O.C. will not authorize transfer to the reserve until he is satisfied that the offer of employment is genuine and likely to be permanent and that the strength of the unit permits. The provisions of para. 340 (*a*) will be complied with.
(*c*) On compassionate grounds	Brigade Commander	O.C. ..	Officer i/c Records	Compassionate grounds as defined in sub-para. (*c*) to special instructions to para. 370 (ix) (*a*).
(*d*) Soldier with between 5 and 12 years' service on being reduced to the ranks	Brigade Commander	O.C. ..	Officer i/c Records	If the soldier has re-engaged, the re-engagement will be cancelled
(*e*) For any reason other than (*a*), (*b*), (*c*) and (*d*) above— (i) at the soldier's own request (or request of some other interested person) (ii) not at the soldier's own request (or request of some other interested person).	Director of Recruiting and Organization, The War Office	O.C. ..	Officer i/c Records	Application to be submitted on the descriptive return (A.F. D 433), and to be accompanied by statement of service (A.F. B 200).

Causes, Competent Officers and Procedure regarding Discharge

370. (*a*) The various causes of discharge, competent officers to *authorize, carry out* and *confirm* discharge, and special instructions regarding the cause of discharge in each case, are given in the following table. The words in italics in Column (1) will be used for recording the cause of discharge.

(*b*) For the procedure in the case of soldiers serving overseas who are permitted to remain overseas on discharge, *see* para. 340.

(*c*) A discharge is complete as soon as it has been *confirmed* by the competent officer.

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
Attested but not Finally Approved				
(i) *Having been attested, but not finally approved*	Recruiting Officer	Recruiting Officer	Recruiting Officer	(*a*) Applies only to a recruit who has been attested pending reference to employer, or pending trade test, and to a recruit rejected after attestation by medical officer, or by approving officer, or on A.F. B 203, and to a recruit who has misstated his age on enlistment. In the latter case, when applications are received by recruiting officers they will be dealt with in accordance with the special instructions to sub-para. (v) (*a*). In the case of the London Recruiting Zone applications will be submitted to the Under-Secretary of State, The War Office, for decision. (*b*) Applications will be submitted on A.Fs. B 232 and B 232A.
Irregular Enlistment				
(ii) *Having been improperly enlisted*	O.C. ..	O.C. ..	Officer i/c Records	Applies only to a case in which the current regulations for enlistment have been improperly or incorrectly complied with.

Cause of Discharge	Competent Officer to— Authorize Discharge	Carry out Discharge	Confirm Discharge	Special Instructions
(1)	(2)	(3)	(4)	(5)
	IRREGULAR ENLISTMENT—*continued.*			
(iii) *Having made a false answer on attestation*	Brigade Comdr.	O.C. ..	Officer i/c Records	When a soldier has been convicted either by court martial or civil power under Section 33 or Section 99 of the Army Act, or disposed of summarily by his C.O. under para. 547, the brigade commander will decide whether he is to be retained in the service or not (except in the case of a soldier whose previous service discloses that he is or has been in receipt of a disability pension. In all such cases the question of retention or discharge will be referred, together with the man's documents, through the usual channels to the Under-Secretary of State, The War Office, for decision). Application for discharge will be made on A.F. B 130 on which full details of the case will be recorded and to which the conduct sheets and copies of civil convictions (if any) will be attached.
(iv) *Having been claimed as an apprentice*	O.C. ..	O.C. ..	Officer i/c Records	When the requirements of Section 96 of the Army Act are fully complied with, the O.C. unit will *authorize* and *carry out* the discharge of the soldier without delay, and inform the master of the date in order that he may attend, if he so desires, for the soldier to be handed over to him on discharge.
(v) (*a*) *Having made a mis-statement as to age on enlistment*	O.C. ..	O.C. ..	Officer i/c Records	(*a*) A soldier who is proved to be under 17 years of age when an application for discharge is received will be discharged under this sub-para.
	Brigade Commander	O.C.	Officer i/c Records	(*b*) A soldier who is between 17 and 18 years of age when an application for discharge is received will be discharged under this sub-para., but only if there are compassionate grounds in addition, and he consents. The conditions of compassionate grounds are given in sub-para. (*c*) to the special instructions to sub-para. (ix) (*a*), but in cases under this sub-para. the condition that the compassionate grounds have arisen since enlistment will not be taken into consideration.

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5).
IRREGULAR ENLISTMENT—*continued.*				
(b) *Having made a misstatement as to marriage on enlistment*	Brigade Commander	O.C. ..	Officer i/c Records	(a) Applies only to a soldier who was married on enlistment and who obtained enlistment by stating, on attestation, that he was single and who would not have been enlisted had he correctly declared his married status. (b) The soldier will be retained in the service if at the time the false answer is discovered— (i) he is over the age of 26 years, *or* (ii) he is under 26 years of age but serving abroad, *or* (iii) he is under 26 years of age and serving at home, provided that his character and qualifications as a soldier are satisfactory and that he is in a position to support his wife and family (if any) or make suitable arrangements for their support. In forming a judgment, the size of the family, the wife's earning capacity and the possibility of her being boarded and lodged with parents, other relatives, or friends should be taken into account. Where it appears to the brigade commander that the necessary conditions are fulfilled, the case will be submitted, with full details, to the G.O.C.-in-C. for decision. In cases where the above conditions for retention are *not* fulfilled, the question as to whether or not the soldier has civil employment to go to on discharge need not be taken into consideration and the soldier will be discharged under this sub-para. The brigade commander will not *authorize* discharge until he is satisfied as to the true marital status of the soldier on date of enlistment. Where the soldier is retained in the service, para. 372 will be applicable.

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
IRREGULAR ENLISTMEFT—*continued.*				
(c) *Having given incorrect information regarding the number of children dependent upon him on enlistment*	Brigade Commander	O.C. ..	Officer i/c Records	(a) Applies only to a married man or a widower who obtained enlistment by not declaring the full number of children dependent upon him. (b) The brigade commander will not *authorize* discharge until he is satisfied as to the full number of children dependent upon the soldier on date of enlistment. If the soldier is serving overseas the case will be referred to the Under-Secretary of State, The War Office, for instructions before discharge is authorized. NOTE.—Where it is desired to retain a soldier in the service, his case will be submitted, with full details, to the Under-Secretary of State, The War Office, through command headquarters (*see* para. 372).
NOT LIKELY TO BECOME EFFICIENT				
(vi) *Not being likely to become efficient, having less than 6 months' service**—				
(a) Considered unfit on medical grounds	O.C. ..	O.C. ..	Officer i/c Records	(a) A soldier with less than 6 months' service, who, in the opinion of the D.D.M.S. or A.D.M.S., or Assistant or Deputy Assistant Director of Hygiene or Pathology, is on medical grounds unlikely to become fit for the duties of the corps for which he was enlisted, will be discharged under this sub-para. Where, however, the disability clearly originated after enlistment, such soldier will be discharged under sub-para. (xvi) (a), unless found "unfit for any form of military service," in which case he will be admitted to hospital and discharged under sub-para. (xvi).

* A cavalry recruit who is unlikely to be able to ride is liable to discharge at any time up to the completion of 6 months' service with a cavalry regiment. In such a case, if the recruit's total service exceeds 6 months, the discharge will be carried out under sub-para. (xviii), the cause of discharge being amended to read 'His services being no longer required —unable to ride.' In no case, however, will a recruit be retained, within the 6 months, longer than is absolutely necessary to determine that he will not be able to ride.

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
NOT LIKELY TO BECOME EFFICIENT—*continued.*				
(vi) *Not being likely &c.*—cont.	O.C. ..	O.C. ..	Officer i/c Records	(*b*) In all cases of proposed discharge under this sub-para., A.F. B 204 will be prepared by the officer in medical charge of the unit, and submitted to the O.C., who will arrange for the soldier's examination by the D.D.M.S., A.D.M.S., or Assistant or Deputy Assistant Director of Hygiene or Pathology.
(*b*) After having undergone training is recommended by an examining board to be discharged, or, in the case of a mounted corps, is unable to ride*	Brigade Commander	O.C. ..	Officer i/c Records	(*a*) The board will be composed of two regimental officers and one medical officer, the senior officer presiding. (*b*) The proceedings will be recorded on A.F. A 2, a copy of which will be filed in the soldier's duplicate attestation.
(*c*) Soldier of a local battalion abroad	O.C. ..	O.C. ..	O.C. ..	In the case of the Hong Kong-Singapore Brigade, R.A., recruited in India, the period will be 6 months from the date of landing at station where quartered.
AT THE SOLDIER'S OWN REQUEST				
(vii) *Having claimed it under Section 81 of the Army Act*	O.C. ..	O.C. ..	Officer i/c Records	(*a*) The money required in payment, as laid down in Article 1023, Pay Warrant, 1926, must be paid to the O.C. unit, regimental paymaster or officer i/c records within three months after date of attestation. (*b*) A copy of the "discharge by purchase" voucher (A.F. O 1633) will be kept with the soldier's documents.
(viii) *At his own request on payment under Article* 1024 (*a*), *Pay Warrant*, 1926	Brigade Commander	O.C. ..	Officer i/c Records	Application will be made on A.F. B 132, *See* also paras. **373–377.**

* A cavalry recruit who is unlikely to be able to ride is liable to discharge at any time up to the completion of 6 months' service with a cavalry regiment In such a case, if the recruit's total service exceeds 6 months, the discharge will be carried out under sub-para. (xviii), the cause of discharge being amended to read 'His services being no longer required —unable to ride.' In no case, however, will a recruit be retained, within the 6 months, longer than is absolutely necessary to determine that he will not be able to ride.

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
AT THE SOLDIER'S OWN REQUEST—*continued.*				
(ix) (*a*) *Free. After* 12 *years' service (or in the case of a non-European soldier of the Hong Kong–Singapore Brigade R.A., R.E. company or signal section, R. Signals, at Hong Kong after* 10 *years' service) under Article* 1024 (*b*), *Pay Warrant*, 1926, *or with .. years' service under Article* 1025, *Pay Warrant*, 1926	Brigade Commander	O.C. ..	Officer i/c Records	(*a*) A free discharge under this sub-para. may be granted to a re-engaged soldier, but should not, as a rule, be granted to a re-engaged soldier who has proceeded abroad within 6 months after re-engagement and has not completed a period of 2 years' continuous service abroad since re-engagement, unless the application discloses the existence of extreme compassionate grounds and urgency. (*b*) A free discharge under this sub-para. may be granted to a soldier at his own request during his first period of engagement, only when the application discloses the existence of extreme compassionate grounds and urgency. If the compassionate grounds are such as to warrant service in the reserve, conversion of the soldier's colour service, at his own request, under para. 369 (ii) (*c*), should be considered in place of discharge. (*c*) Before authorizing discharge or transfer to the reserve on compassionate grounds, the competent officer to *authorize* will satisfy himself as to the good faith of the application, the destitute condition of the parents or other near relatives to be supported, and the soldier's prospects of obtaining suitable employment. Regard will also be given to the conduct of the soldier while in the service, and to his inability to purchase his discharge under Article 1024 (*a*) Pay Warrant, 1926. The dominant factor to be taken into account in authorizing discharge on compassionate grounds is that the circumstances on which the application is based must have arisen since enlistment, extension of service, or re-engagement of the

Cause of Discharge	Competent Officer to— Authorize Discharge	Carry out Discharge	Confirm Discharge	Special Instructions
(1)	(2)	(3)	(4)	(5)
Not likely to Become Efficient—continued.				
(vi) *Not being likely to become efficient.*	O.C. ..	O.C. ..	Officer i/c Records	(b) In all cases of proposed discharge under this sub-para., A.F. B 204 will be prepared by the officer in medical charge of the unit, and submitted to the O.C., who will arrange for the soldier's examination by the D.D.M.S., A.D.M.S., or Assistant or Deputy Assistant Director of Hygiene or Pathology.
(vii) After having undergone training is recommended by an examining board to be discharged, or, in the case of a mounted corps, is unable to ride*	Brigade Commander	O.C. ..	Officer i/c Records	(a) The board will be composed of two regimental officers and one medical officer, the senior officer presiding. (b) The proceedings will be recorded on A.F. A 2, a copy of which will be filed in the soldier's duplicate attestation.
(viii) Soldier of a local battalion abroad	O.C. ..	O.C. ..	O.C. ..	In the case of the Hong Kong-Singapore Brigade, R.A., recruited in India, the period will be 6 months from the date of landing at station where quartered.
At the Soldier's Own Request				
(vii) *Having claimed it under Section 81 of the Army Act*	O.C. ..	O.C. ..	Officer i/c Records	(a) The money required in payment, as laid down in Article 1023, Pay Warrant, 1926, must be paid to the O.C. unit, regimental paymaster or officer i/c records within three months after date of attestation. (b) A copy of the "discharge by purchase" voucher (A.F. O 1633) will be kept with the soldier's documents.
(viii) *At his own request on payment under Article* 1024 (a), *Pay Warrant*, 1926	Brigade Commander	O.C. ..	Officer i/c Records	Application will be made on A.F. B 132, *See* also paras. 373–377.

* A cavalry recruit who is unlikely to be able to ride is liable to discharge at any time up to the completion of 6 months' service with a cavalry regiment In such a case, if the recruit's total service exceeds 6 months, the discharge will be carried out under sub-para. (xviii), the cause of discharge being amended to read 'His services being no longer required—unable to ride.' In no case, however, will a recruit be retained, within the 6 months, longer than is absolutely necessary to determine that he will not be able to ride.

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
AT THE SOLDIER'S OWN REQUEST—*continued.*				
(ix) (*a*) *Free. After 12 years' service (or in the case of a non-European soldier of the Hong Kong–Singapore Brigade R.A., R.E. company or signal section, R. Signals, at Hong Kong after 10 years' service) under Article 1024 (b), Pay Warrant, 1926, or with .. years' service under Article 1025, Pay Warrant, 1926*	Brigade Commander	O.C. ..	Officer i/c Records	(*a*) A free discharge under this sub-para. may be granted to a re-engaged soldier, but should not, as a rule, be granted to a re-engaged soldier who has proceeded abroad within 6 months after re-engagement and has not completed a period of 2 years' continuous service abroad since re-engagement, unless the application discloses the existence of extreme compassionate grounds and urgency. (*b*) A free discharge under this sub-para. may be granted to a soldier at his own request during his first period of engagement, only when the application discloses the existence of extreme compassionate grounds and urgency. If the compassionate grounds are such as to warrant service in the reserve, conversion of the soldier's colour service, at his own request, under para. 369 (ii) (*c*), should be considered in place of discharge. (*c*) Before authorizing discharge or transfer to the reserve on compassionate grounds, the competent officer to *authorize* will satisfy himself as to the good faith of the application, the destitute condition of the parents or other near relatives to be supported, and the soldier's prospects of obtaining suitable employment. Regard will also be given to the conduct of the soldier while in the service, and to his inability to purchase his discharge under Article 1024 (*a*) Pay Warrant, 1926. The dominant factor to be taken into account in authorizing discharge on compassionate grounds is that the circumstances on which the application is based must have arisen since enlistment, extension of service, or re-engagement of the

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
AT THE SOLDIER'S OWN REQUEST—*continued.*				
(ix) (*a*) *Free, &c.*—cont.	Brigade Commander	O.C. ..	Officer i/c Records	soldier. In the case of a soldier who is under 26 years of age and who has married since enlistment, and whose wife applies for his discharge on compassionate grounds, the brigade commander will only authorize release if he is satisfied that the soldier, by remaining in the service, will be unable to support his wife and family (if any) or make suitable arrangements for their support. In forming a judgment, the size of the family, the wife's earning capacity and the possibility of her being boarded and lodged with parents, other relatives or friends should be taken into account. (*d*) Applications for discharge on compassionate grounds under this sub-para. will be made on A.Fs. B 232 and B 232A; in all other cases application will be made on A.F. B 132.
(*b*) *Free. To take up civil employment*	Brigade Commander	O.C. ..	Officer i/c Records	(*a*) Applies to— (i) a soldier serving at home who is within three months of the termination of his first period of engagement and for whom the employment cannot be held open. (ii) a soldier serving abroad who is within 6 months of the termination of his first period of engagement and is desirous of taking up civil employment within the command and for whom the employment cannot be held open. (*b*) Only a soldier of good character may be granted this privilege, and the brigade commander must be satisfied that the employment is genuine and likely to be permanent and that the strength of the unit permits of the soldier's discharge. The provisions of para. 340 (*a*) will be complied with. (*c*) Application for discharge will be made on A.F. B 132.

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
		MISCONDUCT		
(x) *Having been convicted by the civil power of* ..... or *Having been convicted by the civil power during his service of an offence committed before enlistment*	Brigade Commander	O.C. ..	Officer i/c Records	(*a*) Applies only to a conviction during the soldier's service. The application for discharge will be made on A.F. B 130, on which full details of the case will be recorded, and to which conduct sheets and copies of civil convictions will be attached. The application will be made and the discharge, if authorized, carried out as soon as possible after the case has been dealt with by the civil power. The certificate of service will be sent to the governor of the prison in which the soldier is confined, and the discharge *confirmed* from the date of despatch. (*b*) When a soldier is to be discharged as a result of conviction by the civil power at a station overseas the competent officer to *carry out* and *confirm* the discharge will be the O.C. unit. He will complete a certificate of service in accordance with para. 392 (B) (*b*) (ii), and forward it to the governor of the prison, to be given to the soldier. The discharge will be *confirmed* from the date of despatch of the certificate of service.
(xi) (*a*) *For misconduct* ..	Brigade Commander	O.C. ..	Officer i/c Records	(*a*) The application for discharge, which should be put forward as soon as possible after the offence has been dealt with, will be made on A.F. B 130, on which full particulars of the case will be recorded, and to which the conduct sheets and copies of civil convictions will be attached. The application will also state whether it is thought that the soldier misconducted himself with a view to discharge. If the soldier is undergoing imprisonment or detention the certificate of service (A.F. B 108) will be sent to the governor of the prison, or the commandant of the detention

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
FOR THE BENEFIT OF THE PUBLIC SERVICE—*continued*				
(xviii) *His services being no longer required*—cont.	—	—		The authorizing officer will decide whether the boy is to lose his gratuity under Article 981 (i) (g), Pay Warrant, 1926, and the decision will be stated on the attestation or record of service paper. (*d*) A boy on attaining the age of 18 years found to be below the physical standard for the ranks of the corps in which he is serving, who is unwilling to transfer to another corps. (*See* para. 351.)
	O.C. ..	O.C. ..	Officer i/c Records	(*e*) A soldier who is discharged owing to reduction of establishment, ordered by the Army Council. In such cases cause of discharge will be amended to read, "His services being no longer required on reduction of establishment."
(xix) *Having refused to carry out his agreement to be vaccinated, or re-vaccinated, entered into on enlistment*	O.C. ..	O.C. ..	Officer i/c Records	Applies to a soldier or enlisted boy who refuses to carry out the agreement to be vaccinated or re-vaccinated entered into on enlistment or re-enlistment when such vaccination or re-vaccination is part of the enlistment or re-enlistment procedure.
ON TERMINATION OF ENGAGEMENT, OR WITH A VIEW TO PENSION				
(xx) (*a*) *For the benefit of the public service after 18 years' service*	Brigade Commander	O.C. ..	Officer i/c Records	(*a*) Not applicable to warrant officers, Class I (*b*) The application for discharge will be made on A.F. B 130, on which full particulars of the case will be recorded, and to which the conduct sheets and copy of record of service will be attached. (*c*) In the case of a soldier discharged under this sub-para. on account of inefficiency, the words "on account of inefficiency," in brackets, will be added after the cause of discharge in all documents *except the certificate of service.*

Cause of Discharge	Competent Officer to—			Special Instructions
	Authorize Discharge	Carry out Discharge	Confirm Discharge	
(1)	(2)	(3)	(4)	(5)
ON TERMINATION OF ENGAGEMENT, &c.—*cont.*				
(xxii) *At his own request with less than 21 years' service towards engagement, but with 21 or more years' service towards pension*	O.C. ..	O.C. ..	Officer i/c Records	Applications to be submitted on A.F. B 132.
(xxiii) *Having claimed discharge after three months' notice*	O.C. ..	O.C. ..	Officer i/c Records	Applies to a soldier who has continued in the service beyond 21 years.
(xxiv) *Having reached the age for discharge*	O.C. ..	O.C. ..	Officer i/c Records	Applies only to:— (*a*) A warrant officer, Class I. (*b*) Soldiers of the A.E.C. (*c*) Soldiers of the R.A.P.C. serving under the conditions of Army Order 66 of 1910.
(xxv) *Free. After 20 years and 9 months' service, under Article 1042 (e), Pay Warrant*, 1926	O.C. ..	O.C. ..	Officer i/c Records	Applies to a soldier serving on an engagement to complete 21 years who has 20 years and 9 months' service, and who has obtained suitable civil employment which cannot be held open. Before authorizing the discharge the O.C. unit will verify that the offer of employment is genuine.
(xxvi) } (not at present in use) (xxvii) }				
(xxviii) *At his own request after 18 years' service*	O.C. ..	O.C. ..	Officer i/c Records	(*a*) Applies only to a soldier who has re-engaged to complete 21 years' service, or has re-enlisted on a 12-year engagement, and has at least 9 years' previous service towards pension (*b*) Application to be submitted on A.F. B 132.

371. (*a*) In the case of transfer or discharge on the termination of colour service, the transfer or discharge will be *confirmed* for the day on which such service expires.

(*b*) In the case of invaliding from the service, the discharge will be *confirmed* for the day on which the discharge is *carried out*.

(*c*) In the case of transfer to the reserve or discharge before the date on which the period of colour service expires, the transfer or discharge will be *confirmed* for the date on which the transfer or discharge is *carried out*.

(*d*) The *confirmation* of transfer or discharge will be completed by the signature on the proceedings on transfer and discharge (A.F. B 268).

(*e*) The officer i/c records will notify the O.C. unit of the *confirmation* of the transfer or discharge of a soldier on the receipt for documents (A.F. B 198), in order that the date of transfer or discharge may be published in Part II. of the unit's orders.

372. (*a*) When authority is given for a soldier who made a mis-statement as to marriage on enlistment to be retained in the service (*see* para. **370** (v) (*b*) and (*c*)) he will, if over 26 years of age, be eligible for marriage allowance, subject to compliance with the normal conditions of issue of that allowance.

(*b*) If the soldier is under 26 years of age, the C.O. will consider the question of obtaining authority from the brigade commander to withhold a portion of the soldier's pay for the support of his wife, under Section 145, Army Act, until he attains the age of 26 years, when he will become eligible for marriage allowance.

Discharge by Purchase

373. The O.C. may, subject to the approval of the brigade commander, delay the application for discharge by purchase of a bandsman for a period not exceeding six months to enable a successor to be trained.

374. The amount of money to be paid by a soldier to purchase his discharge is given in the Pay Warrant. Except in the case of a recruit claiming his discharge under the provisions of Section 81 of the Army Act, money to purchase the discharge of a soldier will not be accepted until the discharge has been *authorized.* Should money be received at home before the discharge is *authorized* it will be returned to the sender, who will be informed that it will be called for if, and when, the discharge is *authorized.* Money received abroad before the discharge is *authorized* may be retained pending a decision on the application for discharge.

375. (*a*) When the relatives of a soldier desire to purchase his discharge, and the soldier assents but cannot himself provide the purchase money, the application will be made direct to the soldier's O.C., but money will not be sent with the application.

(*b*) If the discharge of a soldier serving at home is *authorized,* the O.C. will obtain the purchase money before *carrying out* the discharge.

(*c*) If the discharge of a soldier serving abroad is *authorized,* the O.C. will notify the officer i/c records and regimental paymaster of the corps, instructing the latter as to the amount of purchase money, in addition to passage money and travelling expenses, to be deposited, and any bounty or gratuity to be refunded under Article 1026, Pay Warrant, 1926. He will furnish the regimental paymaster with the name and address of the person to whom the latter should apply for the money.

(*d*) In the case of a soldier serving at home, on receipt of the purchase money the O.C. will immediately *carry out* the discharge, and allow the soldier to leave the unit. In the case of a soldier serving abroad, on receipt of the necessary money the regimental paymaster of the corps will report to the O.C., transmitting the passage money and travelling expenses by paymaster's advance, or, in the case of a unit in India, by remittance (A.F. O 1706). On receipt of this the O.C. will arrange for the soldier to be sent home immediately. On arrival at home, the O.C. unit to which the soldier is posted will *carry out* the discharge with all convenient speed and allow the soldier to leave the unit.

(*e*) In the case of a soldier serving at home the purchase money and gratuity, &c., refunded, will be credited to the public in the accounts of the soldier's unit. In the case of a soldier serving abroad the purchase money and gratuity, &c. refunded, will be credited to the public in the accounts of the depot of the soldier's corps. In the case of a soldier whose unit is serving in India credit will be given to "India—Miscellaneous Services."

376. A soldier permitted to purchase his discharge will be required to pay his railway fare from his military station. If serving abroad, he will be required to lodge, in addition to his purchase money, a sum sufficient to cover his railway fares abroad and at home, and sea passage, unless he is permitted to remain abroad, when he will be required to pay his travelling expenses from his military station.

377. (*a*) A copy of the discharge by purchase voucher (A.F. O 1633) will be kept with the soldier's documents.

(*b*) The A.F. B 132 on which the discharge is authorized will accompany the soldier's documents, to which will be attached a statement showing by whom the travelling expenses and purchase money has been received in the case of a soldier serving overseas.

Instructions as to Invaliding under paragraph 370 (xvi)

378. The O.C. hospital will inform the O.C. the soldier's unit on A.F. B 3977, as soon as it is decided that a soldier, who is a patient in hospital, is to be brought before a medical board for the purpose of being invalided under para. **370** (xvi), and will request that the soldier's documents, if not already in his possession, be forwarded, together with the proceedings on discharge (A.F. B 268), and the detachment pay sheet (A.F. N 1510), with the sum of £1, to be paid to the soldier if he is invalided.

379. The O.C. hospital will forward a medical report on the soldier (A.F. B 179A), together with A.Fs. B 179B and B 178, to the D.D.M.S. of the command, who will arrange for the soldier to be brought before a medical board if satisfied that the case is one for invaliding under para. **370** (xvi).

380. The O.C. hospital will arrange for the production before a medical board of the necessary documents referred to in para. **364** for each soldier being examined.

381. (*a*) At the conclusion of the medical board the proceedings will be returned with the soldier's documents to the O.C. hospital, who will forward them to the D.D.M.S.

(*b*) When forwarding the documents, the O.C. hospital will state the date on which it is proposed to *carry out* the discharge of the soldier if he is to be invalided under para. **370** (xvi). This date should allow of sufficient time for the documents to be returned.

(*c*) The D.D.M.S., having decided whether or not the soldier is to be invalided from the service under para. **370** (xvi), will record his decision on the A.F. B 179A and return it with the documents to the O.C. hospital for disposal.

382. (*a*) As soon as the decision that a soldier is to be invalided under para. **370** (xvi) is received his discharge will be *carried out.*

(*b*) If it is decided that a soldier is not to be invalided under para. **370** (xvi), he will be returned to his unit, or retained in hospital for further treatment as may be necessary.

383. In order that the regimental paymaster may be able to provide for the payment of the weekly provisional grant pending the assessment of the soldier's disability pension, the officer i/c records will, immediately he receives the discharge documents from the hospital, furnish the regimental paymaster with an extract from the proceedings of the medical board showing the percentage of the disability and whether it is attributable or non-attributable.

384. (*a*) When completing the proceedings on discharge (A.F. B 268) of a soldier invalided under para. **370** (xvi), the O.C. hospital will pay to the soldier the sum of £1, obtaining his receipt on A.F. N 1510, which will then be returned to the O.C. the soldier's unit. The O.C. hospital will inform the soldier that he will receive from the regimental paymaster a second payment in respect of any balance of pay due to him, including the allowance in lieu of plain clothes, and that, pending the assessment of his disability pension, he will receive weekly provisional grants, the first reaching him the seventh day after his discharge.

(*b*) The O.C. hospital will at the same time forward the particulars of ny previous charges not already cleared, and any personal charges against the soldier, *e.g.*, barrack charges, to the O.C. the soldier's unit on A.F. O 1823E.

385. (*a*) The O.C. hospital concerned will notify, without delay, to the officer i/c records particulars of the admission of a soldier to a civil mental hospital. The latter officer will be responsible for ensuring that the soldier is not retained in a civil mental hospital for a longer period than one month before being brought forward for discharge as unfit for any form of military service. For this purpose he will, if necessary, notify the D.D.M.S. of the command in which the mental hospital is located, and request that a medical board be assembled.

(*b*) The officer i/c records will notify the civil mental hospital authorities immediately the discharge has been *confirmed*, and in the case of a criminal lunatic, will also notify the Home Office.

Disposal of a soldier on transfer to the Reserve or Discharge

386. (*a*) Instructions as to the conveyance of a soldier on transfer to the reserve or discharge are given in Allowance Regulations, as are also instructions as to the provision of a passage for a soldier who is entitled and wishes to proceed abroad on discharge.

(*b*) An application for such a passage will be made in sufficient time to permit of one being provided on or before the date on which the soldier is due to be discharged.

387. A soldier enlisted in the West Indies who is serving elsewhere than in the West Indies will be sent to Jamaica for discharge, unless he wishes to reside after discharge at the place where he is serving, and the civil authorities have no objection. A soldier enlisted on the West Coast of Africa who is serving in the West Indies will be sent to the West

Coast for discharge. In either case use will be made of any Government vessel proceeding within a reasonable time of the discharge being due.

Disposal of Lunatics

388. (*a*) *If it is decided to discharge a* lunatic soldier who is not dangerous to himself or to the public, the O.C. hospital will ascertain whether his relatives or friends are willing to receive him. If they decline he will, in accordance with Section 91 of the Army Act be handed over to the charge of the poor law authorities of the parish or union to which he appears chargeable, i.e., to the poor law authorities of either the place of settlement when evidence is readily available showing that settlement has arisen elsewhere than the place of birth, or, failing evidence as to the place of settlement, the place of birth as it appears from his attestation or from other available information. In no case will such a lunatic soldier be sent direct to a mental hospital.

(*b*) At least three clear days' notice will be given to the authorities concerned (Board of Guardians or in Scotland the Inspector of Poor). Such notice will specify either the place of settlement or the place of birth, and also the date on which the soldier will be handed over.

(*c*) In the event of the authorities refusing to accept the soldier on the ground that he is not chargeable to them, they should be informed that the soldier is being handed over to their care under the provisions of Section 91 of the Army Act, and that they must settle between themselves and the parish or union to which they consider he is properly chargeable any dispute as to the actual liability for the man's upkeep after his reception.

(*d*) Should any difficulty subsequently arise owing to the refusal of the authorities to accept the soldier, or should the particulars shown on the attestation or other available information be insufficient to indicate the parish or union to which he is properly chargeable, the case will be referred to the Under-Secretary of State, The War Office, and the soldier retained in hospital pending a decision.

389. (*a*) A soldier who is a dangerous lunatic and comes within the provisions of Section 91 (2) of the Army Act will be dealt with in accordance with that sub-section and sub-sections (3), (4) and (5). A notice specifying either the place of settlement or the place of birth will be sent to the poor law authorities of the parish or union to which he appears chargeable (*see* para. 388 (*a*)), who will be required to specify the mental hospital to which the soldier should be sent. In all cases of doubt or of disagreement with the authorities, or where the particulars shown on the attestation, or other available information, are insufficient to indicate the parish or union to which the soldier is properly chargeable, the case will be referred to the Under-Secretary of State, The War Office, and the soldier retained in hospital pending a decision.

(*b*) Disposal will not be carried out until the prescribed form of order for the reception of a dangerous lunatic soldier (A.Fs. B 261, B 262 or B 263) has been completed and forwarded for the personal signature of either the G.O.C.-in-C. or the Officer i/c Administration. For this purpose no signature except that of one of these officers will be valid.

(*c*) In England and Wales the medical examination of a lunatic must take place not more than seven clear days before the date of the reception

order, and the lunatic must be received in the mental hospital within seven days of the date of the order. (Under the Lunacy Act, 1890, Sections 29 (1) and 36.)

390. Paras. 388 and 389 apply only to lunatic soldiers who appear to be chargeable to poor law authorities in Great Britain and Northern Ireland. Any case in which a lunatic soldier appears to be chargeable outside Great Britain or Northern Ireland will be referred to the Under-Secretary of State, The War Office, and the soldier retained in hospital pending a decision.

391. A lunatic soldier transferred from one hospital to another or handed over to the charge of the parish or union authorities, or to his relatives or friends, and a helpless discharged soldier, will be accompanied by an unarmed conducting party to be furnished under local arrangements.

Certificates on Transfer to the Reserve or Discharge

392. A certificate of service (A.F. B 108) will be prepared by the O.C. unit (except pages 3, 4 and 5) and will be given to each soldier transferred to the Army Reserve or discharged as specified in the table below. Pages 3, 4 and 5 will be completed by the officer i/c records concerned. This certificate will be completed as directed in para. **394.** In the case of soldiers who are transferred to the Army Reserve or discharged while serving overseas, and who are permitted to remain overseas, in accordance with paras. **369** (ii) (*b*), **370** (ix) (*b*) and **340**, A. F. B108, in its entirety, will be completed by the O.C. unit, whose signature instead of that of the officer i/c records, will be appended to page 4 or 5. The table below also includes information regarding the type of certificate to be issued to a mobilized reservist or embodied man of the T.A. on re-transfer to the reserve or disembodiment, or on discharge from the reserve or the T.A. during a period of mobilization or embodiment:—

Class of soldier, reservist or man of the T.A. (1)	Nature of Casualty, *i.e.*, transfer or re-transfer to the reserve, discharge or disembodiment (2)	Form of certificate to be issued (3)
(A) A regular soldier with less than six months' service	On discharge	A.F. B 108c. (i) In the case of soldiers discharged under para. **370** (i) the "Assessment of Military Conduct" portion of the form will not be completed. (ii) If the soldier is discharged under sub-para. (x) for felony, (xi), (xii) or (xiii) of para. **370**, the cause of discharge will be written in *red* ink and the caution referred to in (B) (ii) below will be inserted on the face of the form.

Class of soldier; reservist or man of the T.A. (1)	Nature of casualty, *i.e.*, transfer or re-transfer to the reserve, discharge or disembodiment (2)	Form of certificate to be issued (3)
(B) A regular soldier serving with the Colours, who has six months' or more service	(*a*) On transfer to Section A or B of the Army Reserve	(*a*) A.F. B 108. Page 4 will be completed. Page 5 will not be completed until the man is discharged.
	(*b*) On discharge from the colours:—	(*b*)
	(i) Soldiers discharged under any sub-para. of para. 370 other than sub-paras. (x), (xi), (xii) or (xiii)	(i) A.F. B 108. Page 4 will be ruled out and page 5 completed.
	(ii) Soldiers discharged under sub-paras. (x), (xi), (xii) or (xiii) of para. 370	(ii) A.F. B 108. Page 5 (certificate of discharge) will be completed in *red* ink and the cause of discharge will be written in *red* ink across page 1 of the form and signed by the officer i/c records. In addition, in the case of soldiers discharged under para. 370 (x) for felony, (xi), (xii) or (xiii), the following entry will be made in *red* ink on the inside front cover of the form, by the officer i/c records concerned:— "CAUTION.—Men who have been discharged from any part of His Majesty's forces for misconduct of any sort, or who have been dismissed with disgrace from the Navy, are cautioned against attempting to re-enlist by concealing the circumstances of their discharge or dismissal. Such re-enlistment renders a man liable to imprisonment with hard labour for two years."
	(*c*) On re-engagement into Section D, Army Reserve under sub-para. (*b*) (ii) of para. 422.	(*c*) A.F. B 108. Page 4 will be completed. Page 5 will not be completed until the man is finally discharged from Section D, Army Reserve (*see* (D) below).
*(C) A Section A or B army reservist	(*a*) On discharge	(*a*)
	(i) Reservists discharged under any sub-para. of para. 497 other than sub-paras. (iii) or (iv)	(i) A.F. B 108. The reservist will return his certificate of service for the completion of page 5 (*see* (B) (*a*) above). In the event of a reservist failing to return A.F. B 108 the officer i/c records will issue to him A.F. B 108D. Should the man subsequently return A.F. B. 108, page 5 thereof will be completed and the form returned to him, A.F. B 108D having first been surrendered. The latter form will then be destroyed.

* These instructions will be modified in the case of reservists to whom A.F. B 108 was not issued, viz., those who were serving in the Army Reserve before 1st August, 1925 (the date on which the present procedure was introduced).

Class of soldier, reservist or man of the T.A. (1)	Nature of casualty, *i.e.*, transfer or re-transfer to the reserve, discharge or disembodiment (2)	Form of certificate to be issued (3)
*(C) A Section A or B army reservist—*cont.*		NOTE.—If the reservist is actually mobilized on the date of discharge he will be furnished with A.F. B 108B (in addition to A.F. B 108) to cover the period of mobilized service (see para. 395).
	(ii) Reservists discharged under sub-paras. (iii) or (iv) of para. 497	(ii) Similar action as in (C) (*a*) (i) above. The cause of discharge will be written in *red* ink as indicated in (B) (*b*) (ii) above. In the case of reservists discharged under sub-para. (iv) for felony or (iii) the caution referred to in (B) (*b*) (ii) above will be inserted on the inside front cover of A.F. B 108 (or on the face of A.F. B 108D if issued).
	(*b*) On re-transfer to the Army Reserve of a mobilized reservist	(*b*) A.F. B 108B. (On final discharge, *see* (C) (*a*) above.) (*See* para. 395.)
	(*c*) On re-engagement into Section D, Army Reserve, under sub-para. (*b*) (i) of para. 422	(*c*) No certificate will be issued. The reservist will already be in possession of A.F. B 108, *see* (B) (*a*) above. On final discharge from Section D, A.F. B 108 will be completed as indicated in (B) (*c*) above. (*See* also (D) below.)
*(D) A regular soldier or Section B army reservist who re-engaged into Section D, Army Reserve, under para. 422 (*b*), *i.e.*, without a break between the termination of his first period of service (12 years) and his first engagement into Section D, Army Reserve	(*a*) On final discharge from Section D (i) If reservist has not been mobilized during his service in Section D and is discharged under any sub-para. of para. 497 other than sub-paras. (iii) or (iv)	(*a*) (i) A.F. B 108. Certificate will be returned as in (C) (*a*) (i) above, and page 5 thereof to be completed. In item "Service on date of discharge", *insert* under "(*b*)" total period of service in the reserve, irrespective of the section or sections in which the service has been given. If the reservist does not return his A.F. B 108 he will be furnished with A.F. B 108D, and similar action taken as in (C) (*a*) (i) above.
	(ii) If reservist has not been mobilized during his service in Section D and is discharged under sub-para. (iii) or (iv) of para. 497	(ii) Similar action to that stated in (C) (*a*) (ii) above.

* These instructions will be modified in the case of reservists to whom A.F. B 108 was not issued, viz., those who were serving in the Army Reserve before 1st August, 1925 (the date on which the present procedure was introduced).

Class of soldier, reservist or man of the T.A. (1)	Nature of casualty, *i.e.*, transfer or re-transfer to the reserve, discharge or disembodiment (2)	Form of certificate to be issued (3)
(D) A regular soldier, &c.—*cont.*	(iii) If reservist has been mobilized since transfer to Section A or B or re-engagement into Section D, Army Reserve, but is not actually mobilized on date of discharge	(iii) A.F. B 108. Certificate will be returned as in (C) (*a*) (i) above for completion of page 5. Mobilized service will be recorded under item (*a*) on page 5 of A.F. B 108. Service in the reserve, both prior to and after demobilization, will be recorded in item (*b*) on the same page. (Mobilized service will also have been accounted for on A.F. B 108B, issued as in (D) (*b*) below.) NOTE.—If the reservist is being discharged for misconduct under para. 497 (iii) or (iv), action will be taken as indicated in (C) (*a*) (ii) above.
	(iv) If reservist is discharged during a period of mobilization or on demobilization	(iv) A.F. B 108. Similar action as in (D) (*a*) (iii) above. A.F B 108B will be issued to cover the period of mobilized service. (*See* para. 395.)
	(*b*) On re-transfer to the Army Reserve of a mobilized reservist	(*b*) A.F. B 108B. (*See* para. 395.) (On final discharge a discharge certificate will be issued to the reservist under (D) (*a*) (i), (ii), (iii) or (iv) above.)
(E) A Section D Army Reservist who enlisted direct into that section (para. 422 (*a*)).	(*a*) On discharge from Section D—	(*a*)
	(i) If the reservist has no mobilized service	(i) A.F. B 108D;
	(ii) If the reservist has mobilized service but is not actually mobilized on date of discharge	(ii) A.F. B 108D. (The mobilized service will be accounted for on A.F. B 108B, which will have been issued as in (E) (*b*) below.)
	(iii) If reservist is discharged during period of mobilization or on demobilization	(iii) A.F. B 108B.
	(*b*) On re-transfer to the Army Reserve of a mobilized reservist.	(*b*) A.F. B 108B.
(F) A supplementary reservist	(*a*) On discharge from the Supplementary Reserve, if reservist is discharged during a period of mobilization or demobilization	(*a*) A.F. B 108B;
	(*b*) On re-transfer to the Army Reserve of a mobilized supplementary reservist	(*b*) A.F. B 108B.
	(*c*) On discharge, other than during a period of mobilization or demobilization	(*c*) A.F. B 108D. (*See* para. 99 Supplementary Reserve Regulations, 1926.)

Class of soldier, reservist or man of the T.A. (1)	Nature of casualty, *i.e.*, transfer or re-transfer to the reserve, discharge or disembodiment (2)	Form of certificate to be issued (3)
(D) A regular soldier, &c.—*cont.*	(iii) If reservist has been mobilized since transfer to Section A or B or re-engagement into Section D, Army Reserve, but is not actually mobilized on date of discharge	(iii) A.F. B 108. Certificate will be returned as in (C) (*a*) (i) above for completion of page 5. Mobilized service will be recorded under item (*a*) on page 5 of A.F. B 108. Service in the reserve, both prior to and after demobilization, will be recorded in item (*b*) on the same page. (Mobilized service will also have been accounted for on A.F. B 108B, issued as in (D) (*b*) below.) NOTE.—If the reservist is being discharged for misconduct under para. 497 (iii) or (iv), action will be taken as indicated in (C) (*a*) (ii) above.
	(iv) If reservist is discharged during a period of mobilization or on demobilization	(iv) A.F. B 108. Similar action as in (D) (*a*) (iii) above. A.F B 108B will be issued to cover the period of mobilized service. (*See* para. 395.)
	(*b*) On re-transfer to the Army Reserve of a mobilized reservist	(*b*) A.F. B 108B. (*See* para. 395.) (On final discharge a discharge certificate will be issued to the reservist under (D) (*a*) (i), (ii), (iii) or (iv) above.)
(E) A Section D Army Reservist who enlisted direct into that section (para. 422 (*a*)).	(*a*) On discharge from Section D—	(*a*)
	(i) If the reservist has no mobilized service	(i) A.F. B 108D.
	(ii) If the reservist has mobilized service but is not actually mobilized on date of discharge	(ii) A.F. B 108D. (The mobilized service will be accounted for on A.F. B 108B, which will have been issued as in (E) (*b*) below.)
	(iii) If reservist is discharged during period of mobilization or on demobilization	(iii) A.F. B 108B.
	(*b*) On re-transfer to the Army Reserve of a mobilized reservist.	(*b*) A.F. B 108B.
(F) A supplementary reservist	(*a*) On discharge from the Supplementary Reserve, if reservist is discharged during a period of mobilization or demobilization	(*a*) A.F. B 108B.
	(*b*) On re-transfer to the Army Reserve of a mobilized supplementary reservist	(*b*) A.F. B 108B.
	(*c*) On discharge, other than during a period of mobilization or demobilization	(*c*) A.F. B 108D. (*See* para. 99 Supplementary Reserve Regulations, 1926.)

Class of soldier, reservist or man of the T.A.	Nature of casualty, *i.e.*, transfer or re-transfer to the reserve, discharge or disembodiment	Form of certificate to be issued
(1)	(2)	(3)
(G) A man of the T.A.	(*a*) On discharge from the T.A., if the man is discharged during a period of embodiment or on disembodiment	(*a*) A.F. B 108B.
	(*b*) On disembodiment ..	(*b*) A.F. B 108B.
	(*c*) On discharge, other than during a period of embodiment or on disembodiment	(*c*) A.F. B 108D (*see* para. 197, T.A. Regulations, 1924).

393. A Section A or B army reservist who is permitted to rejoin the colours under para. **487** will, on rejoining, surrender his A.F. B 108 (or former certificate of transfer to the reserve and character—A.Fs. B 2068 and 2067), which will be destroyed. On his subsequent transfer to the reserve or discharge a certificate of service will be prepared for him in respect of the whole of his service.

394. The following detailed instructions will be observed in preparing the certificate of service:—

(*a*) *General.*

(i) The certificate will not be prepared until the soldier is about to leave the colours. All entries in the certificate should be made in neat and legible handwriting. The ink used should be of a quality which will remain legible for many years.

(ii) All entries in the certificate will be completed, except as stated in para. **392** (B) (*a*), before it is issued to the man. Unused space will be ruled through neatly and in such a manner as to render impossible the addition of entries after issue to the man.

(iii) The greatest care will be exercised in completing the certificate of service, as it is most desirable that it should be issued to the man free from erasures. All erasures should be initialled by the officer making the correction. In no circumstances, however, should a certificate be issued unless the final assessment on page 2 is entirely free from erasure.

(*b*) *Page* 1.

(i) "Serial No."—The following procedure will be adopted to prevent improper use of the certificate:—

(*a*) Each certificate of service (A.F. B 108) will be numbered consecutively, in the space provided, with a serial number. The abbreviated title of the unit will in every case be inserted above the serial number. Unused copies of these certificates and the numerical lists will be kept in the safe of the O.C. unit. As certificates are issued a note will be made on the numerical list showing to whom they are issued. The serial number on the certificate will be entered in the proceedings on transfer and discharge (A.F. B 268) on the soldier being transferred to the Army Reserve or discharged (*see* para. **364**).

(*b*) When a certificate is destroyed under the authority of para. **398**, or under any special authority which may be given, the officer who carries out its destruction will notify the officer who issued the certificate, in order that the latter may note on his numerical list how the certificate has been disposed of.

(ii) Other entries on page 1.—These should be filled in neatly.

Place ..... { Signature and rank.

Date ..... { Regiment or corps.

(*c*) *Page* 2.—*Final Assessment of conduct and character.*

(i) The entries on this page, other than the soldier's signature, will be in the handwriting of the O.C. the soldier's unit, and will be signed by him. An officer in temporary command of a unit will sign in his capacity as C.O. and not "for".

(ii) Military conduct will be assessed in accordance with paras. **402, 403** and **404**. In the case of soldiers discharged under para. **370** (x), (xi) (*b*), (xii) or (xiii), the following entry will be made against the heading Military Conduct:—

"This man's conduct up to*.....was .....
He was discharged for the reason stated in the certificate of discharge on page 5 of this form."

In the case of soldiers discharged under para. **370** (xi) (*a*), the military conduct must not be assessed higher than 'Indifferent.'

(iii) The character in testimonial form will be assessed in accordance with paras. **400** and **401**. In the case of soldiers discharged under para. **370** (x), (xi), (xii) or (xiii), care should be taken to ensure that statements in the testimonial do not conflict with those made under "Military Conduct".

(iv) When the assessments have been entered they will be read to the soldier, who will sign the form in the space provided. Copies of both assessments will be entered in the proceedings on transfer and discharge (A.F. B 268).

(*d*) *Page* 3.—*Service, &c.*

The entries on this page should correspond to those in the soldier's attestation. For the purpose of recording length of service on this page, service forfeited under Section 79 or Section 84 of the Army Act will be shown, with the exception of any period during which the soldier was in a state of desertion.

(*e*) *Page* 4.—*Certificate of Transfer to the Army Reserve.*

To be completed by the officer i/c records (*see* also para. **392** (B) (*a*)). The wording of the cause of transfer should be in accordance with para. **369**. For the purpose of recording length of service on this page, service forfeited under Section 79 or Section 84 of the Army Act will be shown, with the exception of any period during which the soldier was in a state of desertion.

* Insert here the date prior to that on which the offence was committed for which the soldier is discharged.

(*b*) When a certificate is destroyed under the authority of para. **398**, or under any special authority which may be given, the officer who carries out its destruction will notify the officer who issued the certificate, in order that the latter may note on his numerical list how the certificate has been disposed of.

(ii) Other entries on page 1.—These should be filled in neatly.

Place ..... { Signature and rank.

Date ..... { Regiment or corps.

(*c*) *Page* 2.—*Final Assessment of conduct and character.*

(i) The entries on this page, other than the soldier's signature, will be in the handwriting of the O.C. the soldier's unit, and will be signed by him. An officer in temporary command of a unit will sign in his capacity as C.O. and not "for".

(ii) Military conduct will be assessed in accordance with paras. **402, 403** and **404**. In the case of soldiers discharged under para. **370** (x), (xi) (*b*), (xii) or (xiii), the following entry will be made against the heading Military Conduct:—

"This man's conduct up to*.....was ..... . He was discharged for the reason stated in the certificate of discharge on page 5 of this form."

In the case of soldiers discharged under para. **370** (xi) (*a*), the military conduct must not be assessed higher than 'Indifferent.'

(iii) The character in testimonial form will be assessed in accordance with paras. **400** and **401**. In the case of soldiers discharged under para. **370** (x), (xi), (xii) or (xiii), care should be taken to ensure that statements in the testimonial do not conflict with those made under "Military Conduct".

(iv) When the assessments have been entered they will be read to the soldier, who will sign the form in the space provided. Copies of both assessments will be entered in the proceedings on transfer and discharge (A.F. B 268).

(*d*) *Page* 3.—*Service, &c.*

The entries on this page should correspond to those in the soldier's attestation. For the purpose of recording length of service on this page, service forfeited under Section 79 or Section 84 of the Army Act will be shown, with the exception of any period during which the soldier was in a state of desertion.

(*e*) *Page* 4.—*Certificate of Transfer to the Army Reserve.*

To be completed by the officer i/c records (*see* also para. **392** (B) (*a*)). The wording of the cause of transfer should be in accordance with para. **369**. For the purpose of recording length of service on this page, service forfeited under Section 79 or Section 84 of the Army Act will be shown, with the exception of any period during which the soldier was in a state of desertion.

* Insert here the date prior to that on which the offence was committed for which the soldier is discharged.

396. (*a*) A certificate of service only refers to the period of service which it covers, and in the case of a re-enlisted man a fresh certificate will be prepared on transfer to the reserve or discharge. In assessing his military conduct the principles stated in para. **395** (*b*) should be observed.

(*b*) If a certificate of service (or former pattern of character certificate —A.F. B 2067) is handed in by a soldier on re-enlistment, a note to the effect that he has re-enlisted will be made on page 8 (or on the back of A.F. B 2067 if handed in), and the certificate will be returned to him.

397. (*a*) A.Fs. B 108, B 108B, or B 108D will be posted in a registered envelope to the soldier, without any avoidable delay, within 24 hours of the receipt of his documents by the officer i/c records (para. **364**).

(*b*) If the soldier is discharged whilst in prison, detention barracks, or in a civil mental hospital, the certificate will be forwarded to the governor of the prison, the commandant of the detention barracks, or the superintendent of the mental hospital as the case may be.

398. (*a*) When a soldier serving abroad is sent home for transfer to the reserve or discharge, the certificate of service, completed in all respects except pages 3, 4 and 5, will be sent home with his other documents (*see* para. **1166**). If anything occurs between the time the final assessments of conduct and character were made, and the completion of the soldier's transfer or discharge, to warrant re-assessment, the officer carrying out the actual transfer or discharge will destroy the original certificate of service, and substitute one with final assessments as assessed by himself.

(*b*) In the event of a soldier's transfer or discharge not being carried out within 6 months of the date on which the final assessments were made, the officer carrying out the actual transfer or discharge will destroy the original certificate of service and prepare another form, assessing the conduct and character from that recorded on the original form and the soldier's further service (*see* para. **394** (*b*) (i)).

399. (*a*) When a soldier is invalided home from overseas the O.C. unit overseas will complete the certificate of service in all respects except pages 3, 4 and 5, and ensure that it is sent home with the other documents of the soldier (*see* para. **1166**). Should such a soldier return to duty and not be invalided, the certificate of service will be destroyed by the O.C. unit to which such soldier is first posted on leaving hospital.

(*b*) When a soldier is invalided from the service the O.C. hospital will obtain from the O.C. the soldier's unit the certificate of service completed in all respects except pages 3, 4 and 5. The O.C. hospital will read the final assessments on page 2 to the soldier and obtain his signature on the same page in the space provided for that purpose. The O.C. hospital will then forward the certificate of service with the other documents to the officer i/c records.

400. (*a*) The object of giving soldiers a character in testimonial form (certificate of service, page 2) is to assist them to obtain civil employment when they leave the colours. This character should consist of a comprehensive statement of the salient points of the soldier's qualifications, and should be so worded that employers of labour can readily estimate the

(iii) Good.
(iv) Fair.
(v) Indifferent.
(vi) Bad.
(vii) Very bad.

(*b*) An assessment of "Exemplary" for military conduct is the highest that can be given to any soldier, and will be awarded only to a man whose period of service has enabled his conduct to be thoroughly tested. It will, therefore, be reserved for a soldier who has served for at least three years with the colours.

403. A soldier will be ineligible for the award of "exemplary" for military conduct if—

(i) during his service he has been sentenced by a civil court to penal servitude or imprisonment and has undergone such sentence;

(ii) he has been sentenced by a court-martial to penal servitude or imprisonment;

(iii) he has been sentenced by a court-martial to detention or reduction on conviction of an offence under any section of the Army Act, other than those enumerated in para. **547**, or has had his trial for desertion or fraudulent enlistment dispensed with;

(iv) he has been convicted of more than three offences of drunkenness during his total service, or—

(*a*) having served for 18 or more years with the colours he has been convicted of more than one offence of drunkenness during the last 6 years of his service;

(*b*) having served for at least 7 and less than 18 years with the colours he has been convicted of an offence of drunkenness during the last 6 years of his service;

(*c*) having served for 6, 5, 4 or 3 years with the colours he has been convicted of an offence of drunkenness subsequently to his first 10, 7, 4 or 3 months' service respectively;

(v) he has under Section 183 (2) of the Army Act been reduced to a lower grade or to the ranks for an offence, other than those enumerated in para. **547**, but not for inefficiency.

Provided that—

(*a*) as regards sub-para. (ii), should the sentence be one of imprisonment which was passed prior to the introduction of the punishment of detention, and was on account of a military offence, for which, in the opinion of the O.C. unit, detention would now be awarded, the sentence of imprisonment may be regarded as one of detention for the purpose of assessing the soldier's character and the conditions of sub-para. (iii) will apply to the sentence as if it were one of detention.

(*b*) as regards sub-paras. (iii) and (v), every occasion of destroying conduct sheets mentioned in sub-para. (ii) of para. **1635**, every period of two years during which the soldier has not in-

407. When a soldier is specifically mentioned in despatches which are published in the *London Gazette*, a note of the fact will be entered on page 7 of A.F. B 108 or in the space provided for the character in testimonial form on A.F. B 108B when issued under para. 395.

408. (*a*) A duplicate of A.F. B 108 or B 108B will not be issued under any circumstances. A warning to this effect is printed on each certificate.

(*b*) Where a reservist or ex-soldier can prove and makes a statutory declaration on A.F. D 465 that any of the above-mentioned certificates have been lost through circumstances beyond his control, the officer i/c records will furnish him with A.F. B 108A (brief extract of service in letter form).

(*c*) Should a certificate be lost a prospective employer may, with the written consent of the reservist or ex-soldier, refer to the officer i/c records, who will supply such information regarding the conduct and character as is recorded in the soldier's proceedings on transfer or discharge (A.F. B 268).

(*d*) Should a reservist or ex-soldier be unable to make a statutory declaration (*e.g.*, when residing abroad) his case will be dealt with by the officer i/c records, who will decide whether A.F. B 108A should be issued. If there is any doubt about a case, it will be submitted to the Under-Secretary of State, The War Office, with full details for decision.

(*e*) If, in the opinion of the officer i/c records, the reservist or ex-soldier will suffer undue hardship through the replacement of his certificate of service by A.F. B 108A, a full statement of the case will be submitted to the Under-Secretary of State, The War Office, for decision.

(*f*) Should a reservist or ex-soldier make an application for a new certificate of service on the grounds that the one which was issued to him has become damaged, torn or burnt through fair wear or accident, and if, from an inspection of the certificate, the officer i/c records is satisfied that it has been so damaged, &c., and further, if from an examination of the man's documents he is satisfied that the certificate has not been wilfully mutilated either with fraudulent intent or to conceal any adverse entry, he may, subject to sub-para. (*b*) above, issue A.F. B 108A in lieu.

409. When it comes to notice that a certificate of service has been tampered with, either by the addition or erasure of entries, or in any other manner, such certificate will be endorsed in red ink as follows:—(i) on page one—'This certificate has been tampered with'; (ii) on the page that has been tampered with—'The information on this page has been tampered with'; and, where practicable, some indication should be made of the inaccuracy of the certificate, *e.g.*, if the assessment of military conduct has been altered from 'Bad' to 'Good' a further endorsement should be made as follows:—'The entry against military conduct should read 'Bad'.' The endorsement will be signed by the officer i/c records. Similar action will be taken with A.Fs. B 108A, B 108B or B108D. A report, together with the relevant documents in original, should also be made to the Under-Secretary of State, The War Office, in order that the question of possible

action under the Seamen's and Soldiers' False Characters Act, 1906, may be considered.

410. Os.C. units serving at home will indent upon the Army Forms Depot for quantities of A.F. B 108 and upon officers i/c records for A.F. B 108B, as required. Os.C. units serving abroad will, on 1st April in each year, notify their requirements for the ensuing trooping season to the officer i/c records, who will check these indents, apply for the requisite supplies to the Army Forms Depot and transmit them to Os.C. units abroad.

Civil Employment

411. The Guide to Civil Employment for Regular Sailors, Soldiers and Airmen contains suggestions as to the opportunities offered to ex-soldiers in certain classes of employment.

412. (*a*) A soldier before leaving his unit or hospital on transfer to the reserve or discharge should be urged to take every advantage of the opportunities offered for obtaining employment in civil life through the medium of the employment exchange of the Ministry of Labour nearest to his place of residence.

(*b*) The O.C. unit or hospital will complete a form, U.I. 3/X.S. in respect of each soldier who, on transfer to the reserve, or discharge, is eligible for the credit of unemployment insurance contributions, obtain the soldier's signature thereon and pass it to the officer i/c records for transmission to the Ministry of Labour. This will enable the soldier to be furnished with an unemployment book by the Ministry of Labour.

413. (*a*) A soldier whose assessment of military conduct is not less than 'good,' before leaving his unit or hospital on transfer or discharge, should be advised to register his name for civil employment with the National Association for Employment of Regular Sailors, Soldiers and Airmen. The addresses of the various branches and agencies of this association are given in the Guide to Civil Employment for Regular Sailors, Soldiers and Airmen.

(*b*) Such registration will be made by use of A.F. B 2516, which will be completed by the officer *carrying out* the transfer or discharge and forwarded direct to the head office, branch or agency, of the association.

414. (*a*) Vacancies for employment in the General Post Office are reserved for ex-soldiers whose assessment of military conduct is not less than 'good,' with not less than three years' service with the colours. Registration for such employment is made at the National Association for Employment of Regular Sailors, Soldiers and Airmen.

(*b*) Registration for such employment may be made at any time within the last 12 months of a soldier's service, and soldiers who desire to obtain Post Office employment should be urged to register before leaving their units.

8.—REGULATIONS FOR THE ARMY RESERVE CLASS I (EXCEPT SUPPLEMENTARY RESERVE)

[S.R.O. 176/1928]

The following regulations relating to the Army Reserve are those laid down by Order of His Majesty dated 21st April, 1928 (see Appendix XXVI), in accordance with Section XX of the Reserve Forces Act, 1882, and will be amended from time to time by the Secretary of State for War in accordance with the provisions of that Section.

(1) Composition, Liability to Service, &c.

415. The Regular Reserve, which consists of Sections A, B and D with the Supplementary Reserve, makes up the Army Reserve, Class I.

SECTION A

416. (*a*) Section A, which will be opened and closed under special instructions issued from time to time by the Army Council, is composed of reservists of selected arms and branches of the service (notified as occasion demands by the Army Council) who, under Section 1 of the Reserve Forces and Militia Act, 1898, as amended by Section 32 (2) of the Territorial and Reserve Forces Act, 1907, agree in writing to undertake the liability to be called out on permanent service without such proclamation or communication to Parliament as is mentioned in Section 12 of the Reserve Forces Act, 1882.

(*b*) The total strength of the section and the numbers of warrant officers, N.C.Os. and men allotted to the various arms will be notified to all concerned from time to time.

417. (*a*) To be eligible to join Section A a reservist must be medically fit for service at home and abroad, and have been awarded an assessment of military character of at least 'good.' Not more than twelve months must have elapsed since the date of his transfer to the reserve.

(*b*) When filling vacancies in this section preference should be given to an unmarried man, and only in cases where it is found impossible to complete and maintain the numbers authorised should a married man be accepted.

(*c*) A man whose fitness for service in Section A is dependent on the wearing of spectacles or artificial dentures will not be accepted for enrolment.

(*d*) A reservist transferred prematurely to the reserve on compassionate grounds will not be eligible for enrolment in Section A.

418. (*a*) A reservist joining Section A will be required to enrol for a period of one year in that section and may, if medically fit for service at home and abroad, be permitted to re-engage for a further term which will not exceed two years from the date of transfer to the reserve. He will be required to sign, in duplicate, a declaration on A.F. D 469, which will be preserved with his original and duplicate attestation. The engagement to serve in Section A may be revoked by the reservist giving three months' notice in writing to the officer i/c records, provided he is not called up for service with the colours during such three months.

(*b*) The officer i/c records may, after giving three months' notice, revert a reservist of Section A to Section B, if it is considered he is not likely to be immediately available for service if called upon.

419. On receiving a formal release from his engagement, or on completion of his term of engagement in Section A, the reservist will revert to Section B under the terms of his army attestation, an entry being made in the statement of services to that effect.

SECTION B

(including the Royal Malta Artillery Reserve)

420. Section B is composed of soldiers—

(i) who, having completed the period of colour service for which they originally enlisted, complete in the reserve their first period of limited engagement (12 years);

(ii) the residue of whose term of colour service has been converted to service in the reserve.

SECTION D

421. Section D is composed of certain classes of men who may be enlisted or re-engaged for that section.

422. (*a*) *Enlistment*:—

Normally direct enlistment is not permissible. Conditions under which direct enlistment may be carried out will be published in Army Orders as and when necessary.

(*b*) *The following are eligible for re-engagement*:—

(i) Reservists belonging to Section B, Army Reserve, if within six months of the termination of their current engagement. The age limits for re-engagement will be the same as those now obtaining under para. **430.**

(ii) Soldiers serving with the colours, if within one month immediately preceding their discharge on termination of their first period of engagement (12 years). (*See* para. **370.**)
Note.—In the case of soldiers retained with the colours through service overseas the re-engagement will reckon from the date following that on which the discharge would ordinarily have taken effect.

(*c*) *The following are ineligible for re-engagement*:—

(i) Discharged soldiers and reservists residing outside the United Kingdom.

(ii) Discharged soldiers and reservists who are in receipt of disability pensions.

(iii) Discharged soldiers and reservists whose military conduct was assessed at less than 'good.'

423. The normal term of service for re-engagement in Section D, Army Reserve, is 4 years, except as provided for in para. **430.**

424. When a man other than one referred to in (*b*) (ii) of para. 422 applies to join Section D, the officer i/c records will, if the man is eligible, forward A.F. D 441 or A.F. D 459 as the case may be, in duplicate, to the recruiting officer whose headquarters are nearest to the man's residence. The recruiting officer will arrange for the man to attend at the most convenient place for enlistment or re-engagement, afterwards returning the papers to the officer i/c records.

425. The soldiers referred to in (*b*) (ii) of para. 422 may be re-engaged by their C.Os. for Section D, the re-engagement having effect from the date following that on which they complete their first period of engagement (12 years). The C.O. carrying out such re-engagements will hand A.F. D 424 to the soldiers for the purpose of reporting themselves to the officer i/c records, who will register the addresses and transmit the forms to the regimental paymaster.

426. Men *re-engaging* for Section D will not thereby suffer any reduction in rank.

427. The officer who carries out the enlistment or re-engagement will make a note in red ink on page 8 of the certificate of service (A.F. B 108) or on the back of the former certificate of transfer or discharge as the case may be, as follows, before returning it to the man:—

"Enlisted or re-engaged for Section D on .....
for ..... years from .....
Date..... Signature....."

428. (*a*) A man joining Section D will retain the army number already allotted to him.

(*b*) A note that he has joined Section D will be made on his former attestations by the officer i/c records. In cases where men joining Section D have not previously been allotted army numbers, the officer i/c records will make the necessary allotment.

429. (*a*) A.F. D 421, which shows the conditions of service in Section D, will be sent to all eligible reservists of Section B with their pay for the quarter preceding the last 6 months of their service.

(*b*) If there are no vacancies for enlistments into Section D, qualified applicants who signify their willingness to enlist into Section D should be registered by the officer i/c records and should be enlisted as vacancies occur, the applicants being informed of the action taken by the officer i/c records.

430. (*a*) Section D reservists on completion of their engagement in that section may be permitted by officers i/c records to re-engage for such further periods as are laid down in these regulations, provided that they can complete the required period of further re-engagement before they attain the prescribed age for discharge, viz.:—

(i) 45 years in the case of skilled tradesmen of the trades required by technical arms* of the service on mobilization, and in the case of drivers (I.C.), R.A., and storemen, R.A.O.C.

*R.E., R. Signals, R.A.S.C., R.A.M.C., A.D.Corps, R.A.O.C., R.A.V.C.

(ii) 42 years in the case of other reservists.

(*b*) Reservists who cannot complete a further period of 4 years before reaching the age laid down in (i) and (ii) above will only be allowed to re-engage for a period expiring on their attainment of the age of 45 or 42 years as the case may be.

431. (*a*) A skilled tradesman referred to in para. **430** (*a*) (i) will be required, before re-engagement for Section D, to produce a certificate signed by his employer to the effect that he is working at his trade, or, if so working independently, signed by himself. This certificate will be countersigned by a justice of the peace, a minister of religion or a military officer, unless, in the opinion of the officer i/c records, it is furnished by a firm of standing and is obviously genuine. This certificate will not be required in the case of serving soldiers who re-engage under para. **425**, *i.e.*, on first joining Section D. In the case of men of certain trades of the R. Signals and R.A.M.C. who are not working at their army trade in civil life, the officer i/c records may dispense with the certificate and may re-engage men, provided that he considers that their technical skill, whilst in the Army, justifies such re-engagement. The trades affected will be notified to officers i/c records from the War Office.

(*b*) A similar certificate, countersigned as in (*a*), will (except as regards the specified trades of the R. Signals and R.A.M.C.) be required to accompany the life certificate (A.F. D 462) in December in each year.

(*c*) In the case of a driver (I.C.,) R.A., or storeman, R.A.O.C., a statement, certified by his employer, giving particulars of his employment will be required to accompany the life certificate (A.F. D 462) in December in each year. The officer i/c records will decide whether the reservist is to be retained in the Army Reserve.

(*d*) Should a reservist fail to render the certificate to the effect that he is working at his trade in accordance with (*a*) and (*b*) above, the officer i/c records concerned will take steps to satisfy himself that the man retains his skill at his trade, causing him to be tested in a case of real doubt. When the officer i/c records considers it necessary that the reservist should be tested, he will report the matter to the headquarters of the command in which the reservist resides. The G.O.C.-in-C. will then arrange for the reservist to be trade tested with a view to ascertaining whether he is up to the required standard, the result of the test being reported to the officer i/c records. If the reservist is found to be below the required standard, or if for any reason he does not undergo a trade test when required to do so, he will be discharged. If, however, he is working in another army trade for which there is a vacancy in Section D the officer i/c records may authorize his retention as a reservist of the latter trade. If there is no vacancy in the trade in which the man is working, he will be discharged.

Liabilities of Reservists

432. Army reservists are liable to be called out for service with the colours as follows:—

(i) *Section A*—Reservists of Section A are liable to be called out for permanent service outside the United Kingdom when warlike operations are in preparation or in progress, irrespective of

(2) Instructions as to Promotion, Transfer, &c.

Promotion and Rank

437. All promotion of reservists who are called out on permanent service will be dependent upon the existence of vacancies in the corps to which the reservists are then appointed. When vacancies exist, a reservist's former rank and service in that rank when serving with the colours will be taken into consideration on mobilization in reviewing the claims of candidates for promotion.

438. Instructions regarding the rank of reservists whilst in the reserve and on mobilization are contained in Mobilization Regulations.

Transfer

439. The procedure to be followed in transferring a soldier serving with the colours to the Army Reserve is given in paras. **338** onwards. Soldiers transferred from the colours will be taken on the strength of the reserve from the date following that of their transfer. They will report themselves without delay by filling in and sending A.F. D 424 (a copy of which will be handed to each soldier on the day he leaves the colours) to their officer i/c records. The latter will register their addresses and transmit the A.Fs. D 424 to the regimental paymaster charged with their payment.

Medical Examination

440. (*a*) Regulations regarding the medical inspection of reservists will be published from time to time. No man will be eligible to join the Army Reserve unless he is medically fit for service at home and abroad.

(*b*) A reservist will be required to present himself, if called upon, for medical examination as regards fitness for further service, at such place and time as may be directed.

(3) Command and Discipline

441. The O.C. a reservist is the officer i/c records having the custody of the documents of the reservist.

442. (*a*) The documents of reservists may be furnished as necessary to the regimental paymaster charged with the payment of the reservist. They will be returned to the officer i/c records when no longer required. If the documents are not received immediately after transfer from the corps to which the reservist had previously belonged, application should be made for them.

(*b*) The documents of reservists who die while belonging to the reserve will be dealt with as laid down in para. **1639.**

443. (*a*) Officers i/c records will maintain documents of reservists in the same manner as those of regular soldiers (*see* paras. **1621** and **1630**).

(*b*) Civil convictions incurred by reservists which come to notice will be duly recorded. A certificate of any conviction by the civil power should be obtained from the clerk of the court in every case in which

it is proposed to discharge the reservist, or to apply for a reduction in rank in consequence of such conviction, but in other cases A.F. O 1619 may be accepted for record purposes.

444. (*a*) The officer i/c records will forward to the Under-Secretary of State, The War Office, by the 7th of each month a return, on A.F. B 104/1, Part II, showing the strength of the reserve at midnight on the last day of the previous month, the increases and decreases in each section of the reserve which have taken place during such previous month, and the numbers who have leave to proceed abroad and permission to reside abroad.

(*b*) An annual return made up to the 30th September, on A.F. B 52, Part II, will be rendered to the Under-Secretary of State, The War Office, as soon as possible after that date.

445. Reservists will be paid by paymasters as follows:—

Reservists whose documents are in the custody of the officer i/c records of—	Paid by—
Household Cavalry	Regimental Paymaster, London.
Cavalry of the Line	Regimental Paymaster, Canterbury.
R.A.	Regimental Paymaster, Woolwich Dockyard.
R.E.	Regimental Paymaster, R.E., Chatham.
R. Signals	Regimental Paymaster, R. Signals, Chatham.
Foot Guards	Regimental Paymaster, London.
Regiments of Infantry of the Line..	Regimental Paymaster of the regiment.
R. Tank Corps	Regimental Paymaster, R. Tank Corps, Barnet
R.A.S.C.	Regimental Paymaster, Deptford.
R.A.M.C. and A.D. Corps	Regimental Paymaster, Woking.
R.A.O.C.	Regimental Paymaster, Hilsea.
R.A.V.C.	Regimental Paymaster, London.
Military Police	Regimental Paymaster, Woking.
R.A.P.C.	Regimental Paymaster, London.
Royal Malta Artillery	Command Paymaster, Malta.

446. (*a*) The procedure for calling out reservists on permanent service will be as follows:—

(i) General mobilization.

A poster (A.F. D 427) will be publicly exhibited ordering all reservists to report at the place of joining therein referred to forthwith. At least one such notice will be prominently displayed in each parish in a public place. In addition an individual notice on A.F. D 464 will be sent to each reservist.

(ii) Partial (or gradual) mobilization.

An individual notice (A.F. D 463) will be sent to each reservist who is required.

(*b*) In the case both of general and partial mobilization the individual notices will be addressed to the reservist by name and served on the reservist personally, or sent by post to, or left by hand at, his last registered place of abode.

(*c*) When reservists are called out for training, it will be sufficient if the notice to attend is sent by post to the reservist's last registered address. On receipt of this notice reservists are liable to attend at the time and place notified to them by that notice.

447. (*a*) A Section A reservist who misconducts himself and is thereby not immediately available for service if called out will be relegated to Section B by the officer i/c records.

(*b*) A reservist who:—

(i) uses threatening or insulting language, or behaves in an insubordinate manner to any officer, warrant officer or N.C.O., charged with any duties in connection with him,

(ii) by any fraudulent means obtains or is accessory to the obtaining of any pay or other sum contrary to the regulations in force,

(iii) fails, without reasonable excuse, to comply with the regulations in force,

will be dealt with under Sections 6 and 26 of the Reserve Forces Act, 1882.

(*c*) Offences other than absence, such as failing to attend for medical inspection or other purposes, committed by a reservist will be disposed of on the general principles laid down for dealing with offences of absence. These are that the decision whether proceedings are to be taken will rest with the officer i/c records, and that the proceedings (except in special cases) will be taken by him.

448. Under Section 26 (2) of the Reserve Forces Act, 1882, proceedings against an alleged offender whose offence is, under the Reserve Forces Act, 1882, cognizable both by court-martial and by a court of summary jurisdiction, may be instituted at any time within two months after the time the offence becomes known to an officer who has power to direct the offender to be tried, if the offender is apprehended at that time, or, if he is not then apprehended, then within two months of the date of his apprehension. No other limitation of time, under any Act, applies to such proceedings.

449. (*a*) A reservist charged with an offence under the Reserve Forces Act, 1882, which is cognizable both by a court-martial and by a court of summary jurisdiction will not be tried before a court of summary jurisdiction until the sanction of an officer who has power to direct the offender to be tried by a court-martial, or of an authority superior to such officer, has been signified in writing to the court before which the trial is to take place.

(*b*) A reservist is not liable to trial by a court of summary jurisdiction if he has been previously tried by a court-martial, or dealt with summarily by the officer i/c records, in respect of the offence charged.

450. A reservist who is charged under the Reserve Forces Act, 1882, with an offence cognizable by court-martial may be ordered to be tried by a court-martial either by the G.O.C. of the area in which the reservist's records are kept or by the G.O.C. the area in which the reservist is living. The court may be a court of such description as the officer ordering the trial is competent to convene.

451. A reservist N.C.O., if convicted by court-martial and sentenced to imprisonment or detention during his service in the reserve, thereupon forfeits his rank as N.C.O. If convicted by the civil power, such N.C.O. is liable to be reduced by order of the Army Council.

452. (*a*) When a N.C.O. is convicted by the civil power, the officer i/c records will, if he considers the offender's reduction desirable, report

the case through the usual channels to the Under-Secretary of State, The War Office, with a view to the reservist's reduction by order of the Army Council.

(*b*) When a reservist is awarded an assessment of military conduct not less than "good" on leaving the colours, thereby becoming eligible to be registered for civil employment, and is subsequently convicted by the civil power, the officer i/c records concerned will report all particulars of the conviction to the Under-Secretary of State, The War Office, without delay, in order that the reservist's name may be erased from the register for civil employment referred to in para. **413.**

453. A reservist is forbidden to make away with, whether by pawning, selling, destruction, or any other means, any military decoration granted to him.

454. A reservist is forbidden to make, or allow to be made, any alterations or erasures in, or otherwise to tamper with, any certificate or any other official documents in his possession. He is forbidden to pledge or deposit his life certificate or identity certificate as security for debt.

455. When a reservist, who has improperly enlisted into the Regular Army, is relegated to the Army Reserve without trial within three months of the date of his improper enlistment, he will be required to make good the value of the free kit improperly obtained, in accordance with the provisions of Clothing Regulations.

456. (*a*) No reservist may quit, or attempt to quit, the United Kingdom or proceed to sea without first obtaining permission from the officer i/c records. Such permission does not allow a reservist to join the Royal Navy or any reserve thereof. Permission to quit the United Kingdom temporarily will not be granted for periods in excess of one year at a time. Leave to visit temporarily a country outside the United Kingdom may be granted to a reservist under the conditions in Article 1161, Pay Warrant, 1926.

(*b*) In the case of the reserve of the Royal Malta Artillery no reservist may quit, or attempt to quit, Malta, or proceed to sea without first obtaining permission from the officer i|c records. Such permission does not allow a reservist to join the Royal Navy or any reserve thereof. Permission to quit Malta temporarily, will not be granted for periods in excess of one year at a time. Leave to visit temporarily a country outside Malta may be granted to a reservist of the Royal Malta Artillery under the conditions laid down in Article 1161, Pay Warrant, 1926.

457. (*a*) A reservist of Section B or D wishing to leave the United Kingdom for longer than one year must apply for permission to reside permanently outside the United Kingdom. The conditions under which such a reservist may be granted leave to quit the United Kingdom permanently are that:—

(i) during his absence he will not be entitled to any reserve pay;

(ii) the period of his residence outside the United Kingdom will count as reserve service, but he will not be called out for any purpose during that period;

(iii) should he return to the United Kingdom before the expiration of his reserve service, reserve pay will be admissible from the date on which the report of his arrival is received by the officer i/c

459. A reservist who may be absent at sea for more than a year will not be struck off the strength of the reserve until 12 months after the date upon which his leave expired unless his term of service is completed earlier. In the meantime he will be shown as "absent at sea." When a reservist who has been so absent reports himself again to the officer i/c records, that officer will decide whether he is to be considered as an absentee from the date of the expiration of his leave.

460. (*a*) A Section A reservist who fails to render his life certificate at the proper time on any one occasion without reasonable excuse will be reverted to Section B from the first day of the month in which the certificate should have been rendered.

(*b*) If a Section B or D reservist, without reasonable excuse, fails to send in his life certificate within the first eight days of the last month of the quarter on two consecutive occasions, and has not in the meantime communicated with the officer i/c records, he will be considered to have been guilty of an offence under Section 6 (1) (*b*) of the Reserve Forces Act, 1882.

461. (*a*) The regimental paymaster of a reservist absenting himself as in para. **460** (*b*) above will, immediately after the first [illegible] of the month [illegible] quarter, fill in and sign a certificate on A. F. [illegible] which he will forward to the officer i/c records for retention with the [illegible] documents of absentees and deserters will be [illegible] of in accordance with para. **1639**.

(*b*) Should the reservist subsequently be [illegible] civil power, or by court-martial, the certificate on A. F. [illegible] will be [illegible] evidence of his offence.

462. When a court of inquiry is assembled in pursuance of [illegible] (1) of the Reserve Forces Act, 1882, to report the absence of a person who, being subject to military law, is liable to be dealt with as a deserter, a record of the declaration of the court will be entered [illegible] records in a regimental book (A. F. [illegible]) [illegible] of recording such declarations. The [illegible] of the officer i/c records after [illegible] names and corps of the president and [illegible] When the record has been duly made, the officer [illegible] the original proceedings of the court of inquiry [illegible] will [illegible]

463. A reservist who absents himself as in para. [illegible] off the strength of the reserve without further [illegible] to be treated as a deserter, but is liable to be [illegible] himself, to be dealt with under Section [illegible] is not liable [illegible] Act, 1882. A reservist who has been [illegible] Reserve Forces liable to be called up for training [illegible] remains expired portion of his engagement, [illegible] during the [illegible] call him up as if he had [illegible] will be taken to [illegible]

464. (*a*) When an officer i/c records is [illegible] that a reservist, who has been struck off the strength as in [illegible] apprehended, he has surrendered, he will inform the [illegible] if necessary. Should it be doubted [illegible] reservist, either by [illegible] will be taken against the officer i/c records [illegible] of summary jurisdiction [illegible] the officer [illegible]

ose
fail

the reservist be residing in the area. If the reservist is not residing in the area the officer i/c records will request the G.O.C. the area in which the reservist is residing, to cause the offender to be arrested, if not already in charge of the civil power, and proceeded against in that area by court-martial, or before a court of summary jurisdiction, as may be decided upon. Ordinary cases will usually be sufficiently met by forfeiture of pay under the Pay Warrant without other punishment.

(*b*) The documents required as evidence in support of the charge will be forwarded to the officer who may be ordered to undertake proceedings against the reservist.

465. If it is considered desirable to bring an absentee for trial from the area in which he is residing to that from which he is paid, reference will be made to the Under-Secretary of State, The War Office, for the necessary authority to do so. The documents required as evidence in support of the charge will be forwarded to the officer who may be ordered to undertake proceedings against the reservist.

466. If a reservist fails, without reasonable excuse, to appear at the time and place at which he is required to attend for annual training or when called out for permanent service, the officer to whom the reservist should have reported, will, at the expiration of 14 days from the date of such failure, fill in and sign a certificate on A.F. D 458, which he will forward to the officer i/c records to be attached to the man's documents. When an entry has been made of the absence of a reservist, he will, without further reference, be struck off the strength of the reserve (unless already struck off under para. **463**) and his name will be advertised in the Police Gazette as an absentee, in the manner described in para. **581** regarding deserters. Under Section 19 (2) of the Reserve Forces Act, 1882, the entry of the absence will be conclusive evidence of the fact of such absence.

467. (*a*) A deserter or absentee under Section 15 of the Reserve Forces Act, 1882, is liable, under Section 16 of the Act, to be apprehended, and brought before a court of summary jurisdiction for committal, in the same way as are deserters from the regular forces under Section 154 of the Army Act.

(*b*) If it should appear that a person so apprehended has falsely represented himself to be a deserter, or absentee without leave, he should not be taken into military custody, but dealt with under Section 16 (2) of the Reserve Forces Act, 1882.

468. When a reservist who has been struck off the strength of the reserve rejoins he will be retaken on the strength of the reserve from the date of his reporting himself, provided that his engagement has not expired. If his name has been advertised in the Police Gazette a notification will be sent to the gazette that he has rejoined.

469. A reservist will notify immediately any change of address to the officer i/c records. In the absence of any such notification the address given on the life certificate, A.F. D 462, last rendered, will be assumed to be the reservist's address.

470. (*a*) When a reservist marries, he will at once report the date and place of his marriage to the officer i/c records, to whom he will forward the marriage certificate, which will be returned to him after registration. [illegible] A.F. D 462 [illegible] but has

omitted to forward his marriage certificate, the officer i/c records will take steps to obtain the certificate for registration purposes.

(*b*) Similar action will be taken regarding birth certificates for children.

(4) Pay, Allowances, Rewards and Pensions

471. The pay, when called out for military duty, reserve pay and training pay of reservists are regulated by the Pay Warrant.

472. The pay of a reservist cannot be issued to parochial authorities for the reservist's maintenance, or for that of his wife or family. Any balance of pay due to a deceased reservist will be disposed of as laid down in Financial Instructions.

473. Reservists are not entitled to pay for any period during which they have been in confinement in mental hospitals, or in an inebriates' reformatory or retreat. Any balance of pay due to a reservist discharged from the Army Reserve on account of insanity will be disposed of as laid down in Financial Instructions.

474. A reservist convicted of improperly enlisting into the Regular Army, and sentenced either to imprisonment in a military or civil prison, or to detention in a detention barrack, may (on the expiration of his sentence, and if relegated to serve in the reserve) be granted, by the governor of the prison or by the commandant of the detention barrack from which he is discharged, an advance of reserve pay, to enable him to subsist and reach the district in which he intends to reside. The amount to be advanced will be left to the discretion of the governor or commandant concerned, subject to its being ascertained that the reservist's unexpired service is sufficient to permit of the recovery of the amount of the advance in addition to any other debts. Clothing will be dealt with as laid down in Clothing Regulations, Part I.

475. (*a*) When a reservist is relegated to the reserve direct from his corps after improper enlistment, the paymaster charged with the payment of the unit in which the reservist is serving at the time will issue an advance of reserve pay to enable him to reach his home. The amount to be advanced will be left to the discretion of the paymaster, subject to the proviso in para. **474.**

(*b*) Instructions as to the adjustment of such advances are contained in Financial Instructions.

476. When called out for permanent service, in aid of the civil power, for training, or called up for medical examination, a reservist will be entitled to conveyance by rail, or steamboat, to and from his registered place of abode when such place is more than five miles distant from the place at which he is ordered to attend. When such conveyance is not available he will receive an allowance in accordance with Allowance Regulations.

477. Travelling warrants will be sent, with the notices to attend, to those reservists entitled to conveyance under para. **476.** Should a reservist fail

to attend for training on the date selected by him and make use of the railway warrant on some other day when it is not possible for him to be trained, or should he on joining be incapable (except through ill-health) of undergoing training, he will be dismissed to his home without pay, and will be required to attend on some future day at his own expense. On the termination of the service for which a reservist was called up, a warrant will be given for his return to the place from which he came, or to any other place provided that the cost of the journey is not greater.

478. A reservist re-engaging in, or being enrolled for Section A, re-engaging or enlisting into Section D, or re-engaging for further periods in Section D, will be allowed travelling expenses to attend at the place appointed, under para. **424**, for his attestation. Warrants at military rates should be issued, when practicable, by the recruiting officer; in other cases, the fare necessarily expended by the man may be refunded to him.

479. Travelling expenses will not be allowed to a reservist if incurred when attending for medical inspection after application to rejoin, or on rejoining, the colours under para. **487.**

480. Reservists called out for training will draw rations, or allowance in lieu, as soldiers, under the same conditions as those under which they draw pay. They will also be entitled to treatment in military hospitals under the rules laid down in Allowance Regulations. When under close arrest they will be subsisted as soldiers in the Army.

481. The issue of marriage allowance for families of reservists who are called out for permanent service, in aid of the civil power, or for training, is governed by Allowance Regulations.

482. (*a*) Reservists called out for training will be entitled to free quarters, fuel and light, under the same conditions as those under which they draw pay. Reservists for whom quarters cannot be provided will be granted allowances as laid down in Allowance Regulations for soldiers of the same rank in lieu of quarters, fuel and light.

(*b*) Reservists permitted by their C.Os. to live at their homes, notwithstanding that quarters are available, will be granted a daily allowance in lieu of fuel and light, in accordance with Allowance Regulations.

483. A reward not exceeding twenty shillings will be paid to the person giving such information as may lead to the conviction of a reservist who has been struck off the strength of the reserve under para. **463**, or as an absentee under para. **466.** The order for the payment of the award will be issued by the officer i/c records, on the recommendation of the magistrate before whom the man is charged with the offence.

484. (*a*) The rules as to forfeiture of pay and stoppages for reservists are contained in Articles 1158–73, Pay Warrant, 1926.

(*b*) If a reservist improperly parts with his certificate of identity or form of life certificate he will incur the risk of forfeiting his pay, and if he loses these certificates through carelessness payment may be delayed for a period not exceeding 14 days.

485. A reservist will not forfeit service towards completion of engagement for any period during which he is imprisoned by the civil power or forfeits pay as an absentee.

486. The rules as to the reckoning of service towards pension, and as to the issue of gratuities and pensions to reservists, are contained in the Pay Warrant.

(5) Return to the Colours

487. (*a*) Unless instructed by the Army Council for the purpose stated in para. 342, or otherwise specially authorized, a reservist will not be allowed to re-enter upon army service except when called out for service as provided for in para. 432.

(*b*) Should there be special grounds for permitting a reservist of Section A or B to re-enter upon army service, the officer i/c records may submit the case on A.F. B 104–30 to the Under-Secretary of State, The War Office, for consideration.

488. When a reservist is permitted to re-enter upon army service, he will do so in the rank of private (or equivalent rank) irrespective of his rank or transfer to the reserve, except that a soldier who is prematurely transferred to the reserve for the purpose of immediately re-entering upon army service for a modified term of service, under instructions issued by the Army Council, may be permitted to retain the rank held before transfer to the reserve.

489. The authority to re-enter upon army service will be cancelled if the reservist does not report himself within a reasonable time after orders on the subject have been sent to him.

(6) Discharge from the Army Reserve

490. Reservists are not required to attend personally for the purpose of discharge from the Army Reserve.

491. (*a*) Officers i/c record offices not amalgamated with their respective pay offices will forward to the regimental paymaster on the first day of the third month of each quarter a nominal roll of all reservists due for discharge during the following quarter, showing against each name the date on which the reservist's service will expire. When a reservist is to be discharged before completion of his engagement and his name has not been included on a nominal roll of reservists due for discharge, a special notification will be sent to the paymaster immediately the discharge is authorized.

(*b*) After notation, the paymaster will transmit the nominal rolls and special notification to the local auditor.

492. (*a*) The regimental paymaster will send to each reservist, not earlier than 7 days before the date on which the reservist is to be discharged, A.F. B 104/66 calling for:—

(i) Identity certificate (A.F. D 461).
(ii) Life certificate (A.F. D 462).

(iii) Certificate of service (A.F. B 108) or any other form of certificate of transfer to the reserve and character which may have been issued to the reservist.

(*b*) In the case of a reservist residing abroad on leave, the officer i/c records will call for the certificate of service (A.F. B 108) (or any former pattern of certificate of transfer to the reserve or character) in sufficient time to permit of the certificate of discharge from the reserve being sent to the man before the termination of his engagement.

493. (*a*) The identity certificate (A.F. D 461), the life certificate (A.F. D 462), and the certificate of service (A.F. B 108) (or any former pattern of certificate of transfer to the reserve or character), received from a reservist about to be discharged will be forwarded by the regimental paymaster to the officer i/c records, who will file them in the man's documents, with the exception of the certificate of service.

(*b*) The certificate of service (A.F. B 108) or former character certificate (A.F. B 2067) will be returned to the man, when page 5 of the certificate of service has been completed as indicated in para. **392** (C) (*a*).

494. (*a*) Certificates of discharge will be issued to reservists in accordance with para. **392** (C) (*a*), (D) (*a*) and (E) (*a*). The appropriate certificate will be forwarded to the man with his final issue of reserve pay.

(*b*) In the case of discharge under para. **497**, heading (iii) or (iv), the certificate of discharge will be sent to the governor of the prison to be handed to the man when released.

(*c*) Certificates of discharge will in no case be given to reservists who are in a state of absence without leave when their engagements expire. Should a reservist, who was in a state of absence when his engagement expired, subsequently report himself he will not be given a discharge certificate but his case will be referred to the Under-Secretary of State, The War Office, for consideration as to the issue of a discharge or protecting certificate.

495. (*a*) The officer confirming a discharge will not withhold the certificate of discharge beyond the date on which the reservist's engagement expires, as his liability to serve and his claim to draw pay expire on that date.

(*b*) If the reservist does not return his certificate of service (A.F. B 108) in accordance with para. **492** (*a*) (iii), he will be furnished with A.F. B 108 D in accordance with para. **392** (C) (*a*) (i) or (D) (*a*) (i).

496. The proceedings on discharge will be carried out on A.F. B 268, except in the case of reservists of Section D who are serving on a separate attestation (A.F. D 459), in which case the proceedings on discharge will be carried out on the third page of the attestation.

497. (*a*) The various causes of discharge, the competent officer to authorize and confirm discharge, and special instructions regarding the cause of discharge in each case, are given in the following table.

(*b*) The cause of discharge to be recorded will be the wording given in italics under the heading "Cause of Discharge."

(*c*) A discharge is complete as soon as it is *confirmed* by the competent officer.

Cause of Discharge (1)	Competent officer to— Authorize Discharge (2)	Competent officer to— Confirm Discharge (3)	Special Instructions (4)
	AT RESERVIST'S OWN REQUEST		
(i) *His own request on payment under Article* 1024 (*a*), *Pay Warrant*, 1926	Officer i/c Records	Officer i/c Records	The conditions under which a reservist may purchase his discharge are contained in the Pay Warrant. An application will be submitted on A.F. B 132. Money will not be accepted for the purchase of discharge until the discharge has been authorized. If the money is not received within one month of the date of authorization of discharge, the authorization may be cancelled.
(ii) *Free. After . . years' service under Article* 1025, *Pay Warrant*, 1926	G.O.C.	Officer i/c Records	The conditions under which a reservist may obtain free discharge are laid down in the Pay Warrant. An application will be submitted on A.F. B 132.
	MISCONDUCT		
(iii) *Having been sentenced to penal servitude*	Officer i/c Records	Officer i/c Records	Discharge will be carried out and the appropriate discharge certificate sent to the governor of the prison in which the reservist is confined, as soon as possible after the case has been disposed of; the discharge will be *confirmed* from the date of despatch of the certificate.
(iv) *Having been convicted by the civil power of*	Officer i/c Records	Officer i/c Records	The competent officer to authorize discharge will decide in each case of conviction if the offence is sufficiently grave to justify discharge. Discharge in ordinary circumstances should be authorized only—(i) in the case of conviction for (*a*) any offence which would, if tried by court-martial, be cognizable under Section 17 or 18 (5) of the Army Act, or (*b*) theft, or (ii) in the case of a sentence of not less than six months' imprisonment.

498. On discharge, documents will be disposed of as follows:—

(i) The documents of reservists discharged as medically unfit for further service, or with claims to service pension, will be forwarded to the Secretary, Royal Hospital, Chelsea.

(ii) The attestation of a reservist who has been serving in Section D on a separate attestation (A.F. D 459) will be enclosed with the documents connected with his previous discharge.

(iii) In all other cases the documents will be disposed of in accordance with para. 1639.

499. The Guide to Civil Employment for Regular Sailors, Soldiers and Airmen contains full information on the subject of employment for reservists in civil life.

Redress of Grievances

508. The manner in which an officer or soldier should proceed to obtain redress for any grievance under which he conceives himself to be suffering is prescribed in Sections 42 and 43 of the Army Act and the notes thereto in the Manual of Military Law. An officer or soldier may also make any complaint to an inspecting cavalry or infantry brigade commander or inspecting general officer* as laid down in para. **100.** These methods of complaint will alone be recognized, and an officer or soldier is forbidden to use any other method of obtaining redress for a grievance, real or supposed. When claims are advanced by a soldier they will be fully and distinctly stated, and such explanations will be annexed as may be necessary, with a view to their being duly investigated and adjusted as soon as practicable. Anonymous complaints are strictly prohibited.

Acquaintance with portions of Army Act

509. (*a*) Os.C. units will ensure that every soldier is acquainted with the purport of Sections 4 to 44 of the Army Act.

(*b*) The provisions of these Sections will, from time to time, be explained to soldiers, and particularly to recruits on first joining their depots and units, so as to preclude the possibility of ignorance on their part of the additional offences and punishments to which a soldier renders himself liable by becoming subject to military law.

(*c*) In addition to the above instructions, Os.C. units will ensure that the following notice is read out on parade to the troops under their command once in every three months:—

"Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in His Majesty's forces by sea or land from his or their duty and allegiance to His Majesty, or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person."

Praise or Censure of Superiors; Testimonials, &c.

510. (*a*) Deliberations or discussions by officers or soldiers with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in His Majesty's service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing an appointment is forbidden. A C.O. will refuse to allow subscriptions for testimonials in any shape to a superior on quitting the service, or on being removed from his corps. Every officer will be held responsible should he allow himself to be complimented by officers or soldiers who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion.

* The term "inspecting general officer," as herein used, does not include the Inspector General Home Forces, the Inspector General Oversea Forces and their respective staffs, nor the Inspectors of Administrative Services. (These appointments are for the present in abeyance.)

(*b*) Officers and soldiers are forbidden to accept presents in money from public bodies or private individuals in recognition of services rendered in the performance of their duty.

511. An officer is forbidden to forward testimonials relating to his services or character, with any application he may make to the War Office. In the event of an officer wishing that the opinions of officers under whom he has served should be brought to notice he will submit their names, so that if necessary they may be referred to.

Interviews at the War Office

512. (*a*) An officer is forbidden to write private letters to officials at the War Office on official personal matters such as promotion, appointment, posting, transfer, &c.

(*b*) Officers of all ranks on the active list, whether serving at home or on leave from abroad, may interview the Military Secretary on personal questions relating to appointments, promotions, &c. In such cases no written permission is necessary.

(*c*) An officer on full pay and serving at home is forbidden to ask for an interview with any other official at the War Office on purely personal matters, unless he has previously obtained from the general officer under whom he is immediately serving written permission to do so. If the grounds are considered good and reasonable, the application, which must state the purpose of the interview desired, will, in the first instance, be forwarded to the Under-Secretary of State, The War Office, so that an appointment may be made with an official of the department chiefly concerned.

(*d*) The date and hour of the appointment will be notified by the Under-Secretary of State, The War Office, to the G.O.C., and the written permission will be brought to the War Office by the officer seeking the interview.

(*e*) An officer temporarily at home, but belonging to a unit abroad, will be permitted to ask for an interview without a written permission, but only in cases of such urgency that a written official application will not meet the case.

(*f*) Attempts to obtain favourable consideration of any application by the use of outside influence are forbidden, and, if resorted to, will be regarded as an admission on the part of the applicant that his case is not good on its merits.

(*g*) When an interview is asked for, or a letter is written, on behalf of an officer by any person other than himself, such application will be deemed to have been made at his suggestion unless he can show to the satisfaction of the authorities that he has no knowledge, directly or indirectly, of such application.

Character and Conduct of Officers, &c.

513. Every officer whose character or conduct as an officer and gentleman has been impugned must submit the case within a reasonable time to his C.O., or other competent military authority, for investigation. Pending the investigation an officer may be suspended from duty, in which case he will be placed under the same restrictions as an officer in open

arrest, but will be shown as effective on the first day of each month, while so situated, and may be permitted to wear plain clothes.

514. If an officer by bankruptcy, liquidation, composition, or other legal proceedings, finds himself unable to meet his engagements, he will at once notify the fact to his C.O. The latter will report the circumstances for the information of the Army Council, who will decide whether the officer can be permitted to continue to hold His Majesty's commission.

515. (*a*) Officers, soldiers, and others in military employment, must at all times guard against being placed in such a position as may lay them open to the suspicion of being influenced, in the discharge of their duty, by other than purely public considerations. They are to be scrupulously careful in their relations and are to have no private dealings with army contractors, their agents, or employees.

(*b*) If they have occasion, in the course of their duty, to come into contact with any matter concerning a business organization in which they have an interest, they will disclose that interest to their superior officer, and ask that some other person may deal with the case. They should not be permitted to deal with the case without the sanction of the Army Council.

Business Appointments; Relations with Government Departments

516. (*a*) No officer on full pay, or soldier, is permitted without the sanction of the Army Council to accept a directorship (except as a nominee of His Majesty's Government) in any public, industrial or other company or firm, or to assist or advise any such company or firm in questions relating to their plant, processes or products. They are also forbidden to act directly or indirectly as agents for any company or firm, or themselves to engage in trade.

(*b*) No officer on half-pay is permitted, without the sanction of the Army Council, to accept a directorship (except as a nominee of His Majesty's Government) in any company holding a contract with the War Department.

(*c*) No War Department contract will be let to an officer on full pay or half-pay, to a soldier, or to any partnership of which such officer or soldier is a member (apart from a corporation in which he is a shareholder), or to any company of which he is a director (except as a nominee of His Majesty's Government), unless permission has been obtained from the Army Council for the contract, sale or purchase to proceed.

(*d*) In no circumstances may an officer or soldier, who in his private capacity is a principal or shareholder in a firm or company, deal in his official capacity with any negotiation or arbitration in any matter affecting a contract with, purchase from, or sale to, that firm or company.

(*e*) No officer on full pay or half-pay, or soldier, will (without the sanction of the Army Council) be permitted to make purchases from, or sales to, any Government department, except :—

(i) Transactions occurring in the ordinary course of public business —*e.g.*, the purchase of Stationery Office publications, National Savings Certificates, postage stamps, money orders, &c.

(ii) Purchase from the War Department of provisions, clothing, officers' chargers, &c., in accordance with army regulations.

(iii) Purchase of old Government stores, &c., at fixed prices (available to the public).

Communication of Military Information

521. An officer or soldier is forbidden to communicate any military information which might directly or indirectly assist an enemy, to any person other than a person to whom he is authorized to communicate it, or a person to whom it is, in the interests of the State, his duty to communicate.

522. (*a*) An officer on full pay or soldier is forbidden to publish in any form whatever, or communicate, either directly or indirectly, to the Press, any military information, or his views on any military subject, without special authority ; and he will be held responsible for all statements contained in communications to his friends which may subsequently be published in the Press or otherwise. He will not prejudge questions which are under the consideration of superior military authority by the publication, anonymously or otherwise, of his opinions, and he will not take part, in public, in a discussion relating to orders, regulations, or instructions issued by his superiors.

(*b*) Any information of a professional nature which he may acquire while travelling or employed on duty will be regarded as the property of the War Department, and will not be published in any form without the previous sanction of the Army Council, or in India of the Commander-in-Chief. Similarly, information acquired in an official capacity by an officer seconded for service under the Foreign Office or any other Government department will not be disclosed without the express permission of the department concerned.

(*c*) When application is made for permission to publish any article, &c., the document will be either type-written or in proof form, and will be submitted in duplicate direct to the Under-Secretary of State, The War Office (or in India to the Commander-in-Chief). A statement will be enclosed from the authority (if any) under whom the applicant is immediately serving that such authority has no objection to permission being applied for. One of the copies will be retained at the War Office, or by the Commander-in-Chief in India, as the case may be, for reference. Permission to publish will apply only to the article, &c., as submitted, and no alterations therein, except of a purely editorial nature, and no additions thereto are to be made subsequently without the authority of the Army Council (or in India of the Commander-in-Chief). The permission to publish the article, &c., will not convey official endorsement of its contents, and no statement tending to imply official approval or endorsement is to be included in any part of the publication, nor is the permission to be referred to in any way.

(*d*) The foregoing rules do not apply to officers on the half-pay list, but such officers must remember not merely that they are subject to the Official Secrets Acts, but also, in their own interests, that, as they may be subsequently employed on full pay, public expressions of opinion on controversial questions, especially on those dealing with foreign relations, may render their re-employment impossible in certain capacities, and that they will be held responsible for any publication which is considered by the Army Council to be subversive of discipline or contrary to the best interests of the Army.

523. Any communications affecting the Army generally, or any arm or branch of the service, which it may be considered desirable to make

to the Press, will be made by the Under-Secretary of State, The War Office. In commands, communications to the Press may only be made when they affect solely the command concerned, and in this case they will be made by command headquarters, all applications by Press representatives being referred to an authorized staff officer.

524. Official reports or correspondence, or copies thereof, will not be furnished to any person not officially entitled to receive them, without the special sanction of superior military authority.

525. (*a*) An officer or soldier is forbidden to accept invitations to appear as an expert witness in private lawsuits for the purpose of giving evidence on matters of which he has acquired knowledge in the course of, and in connection with, his official duties.

(*b*) Any officer or soldier who receives an invitation should reply that he is precluded by regulations from giving such evidence. If, however, after replying in these terms, he is subpœnaed to appear as an expert witness he should report the matter to his C.O., who will, in the case of units serving at home, refer it through the usual channels to the Under-Secretary of State (C. 2), The War Office, or, in the case of units abroad, to the G.O.C.-in-C., when instructions will be issued as to the further action to be taken.

General

526. The definition * of "commanding officer" in the Rules of Procedure applies to that expression in Sections 45, 46, 49, 50, 138, 181 (6), 182, 183, and 184 of the Army Act. In the portions of the Army Act not above mentioned the expression "commanding officer" is not limited to the "commanding officer" as defined by the Rules of Procedure.

527. All gambling in garrisons, camps, or cantonments is forbidden. This includes book-making, or acting as an agent for a book-maker.

528. It is forbidden to introduce intoxicating liquor into any part of barracks, other than institutes, messes, officers' quarters, married quarters, dining rooms and guard rooms. During dinner a man may be allowed to receive one pint of beer for consumption in any room in which such meal may be served.

529. In every unit there will be an order directing that a soldier who is suffering from venereal disease is to report himself sick without delay. This order will be read to the unit on parade at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under Section 11 of the Army Act, and not under Section 18 (3) or 40.

* Rule of Procedure, 129. "The expression 'commanding officer' as used in the sections of the Army Act relating to '*Courts-martial*,' and to the '*Power of Commanding Officer*,' and in the provisions consequential thereon, and in these Rules, means, in relation to any person, the officer whose duty it is, under the provisions of His Majesty's Regulations, or, in the absence of any such provisions, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority.

"It also, so far as relates to the summary award of any punishments for offences, being punishments which under the provisions of His Majesty's Regulations an officer commanding a squadron, company, troop, or battery, is authorized to award, and so far as relates to a summary finding in a case of absence without leave, includes the officer commmanding a squadron, company, troop, or battery."

530. The G.O.C.-in C. will, once in every three years, insert a notification in such newspapers as have a wide circulation within his command, calling attention to the fact that, under the Army Act, a soldier cannot be placed under stoppages of pay for a private debt, and that, if the inhabitants suffer soldiers to contract debts, they will do so at their own risk. The number of insertions should be limited as far as possible, consistent with the matter being made generally known.

531. Instructions relating to legal proceedings under the ordinary law, including cases in which an officer or soldier may be made defendant in civil or criminal proceedings, will be found in Appendix VIII.

532. A provost-marshal will be appointed abroad when occasion requires, in accordance with such regulations as may be issued.

Arrest and Military Custody

Military Custody

533. (*a*) Under Section 45 of the Army Act any person subject to military law when charged with an offence punishable under the Army Act may be taken into military custody, which means that the offender is placed under arrest.

(*b*) Arrest is either close arrest or open arrest. When arrest is not described by the authority ordering it as open arrest it means close arrest.

Arrest

534. (*a*) The power of an officer, warrant officer or N.C.O. to place an offender in military custody is defined in Section 45 (3) of the Army Act.

(*b*) An officer or warrant officer may be placed under arrest by a competent authority without previous investigation, when circumstances so require; but a C.O., on receiving a complaint, or on learning of circumstances tending to incriminate an officer or warrant officer will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case and report it to superior authority. A C.O. will invariably place under arrest an officer or warrant officer against whom he prefers charges.

(*c*) A N.C.O. charged with a serious offence will be placed under arrest forthwith, but if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. In cases where doubt exists whether the offence alleged has been committed, arrest may be delayed without prejudice to any subsequent proceedings.

(*d*) A private soldier charged with a serious offence will be placed under arrest on the commission or discovery of the offence. He will not be placed under close arrest unless confinement is necessary to ensure his safe custody or for the maintenance of discipline.

(*e*) A private soldier who disobeys an order distinctly given, or resists the authority of an officer, warrant officer or N.C.O., will be placed under close arrest forthwith.

(*f*) When a soldier confesses to desertion or to having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he may be released without prejudice to re-arrest. If at the time of the confession, or subsequently he is charged with any other offence, the investigation and trial may proceed for that offence independently of the confession.

(*g*) When a warrant officer or N.C.O. (other than a member of the Corps of Military Police, who will act according to circumstances) has occasion to place a soldier under close arrest, he will obtain the assistance of one or more private soldiers to conduct the offender to the guard room and will avoid coming into personal contact with him, unless it is essential to obviate the escape of an offender in a serious case.

(*h*) Except in cases of personal violence, or when on detached duties, a lance-corporal or lance-bombardier with less than four years' service will not place a private soldier under close arrest, but will report the offence to the orderly serjeant, who will act as the circumstances require.

(*i*) When an accused person is remanded for further investigation, or for trial by court-martial (whether upon his own election or not), the question of arrest is a matter for the discretion of the C.O., and it is always his duty to decide whether, having regard to all the circumstances, open or close arrest will best meet the case or whether the accused may be released without prejudice to re-arrest until trial or further orders (*see* also paras. **551–2**). The C.O. will also use his discretion to change the form of arrest from time to time according to the circumstances.

Arrest in Cases of Drunkenness

535. (*a*) A private soldier who is drunk will be placed under close arrest alone, if possible, in a guard detention room. He may be deprived of his boots except when the weather is cold and he is likely to suffer in consequence. He will be visited, and his condition ascertained at least every two hours by a N.C.O. of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer will be sent for forthwith.

(*b*) A soldier suspected of being drunk will not be put through any drill or test for the purpose of ascertaining his condition.

(*c*) A soldier charged with drunkenness will not be brought before an officer for investigation of the charge until he is sober. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

Delivery of Charge

536. (*a*) Attention is directed to Section 45 (4) of the Army Act under which it is the duty of an officer, warrant officer or N.C.O. who commits any person into military custody, to deliver at the time or as soon as practicable, and always within twenty-four hours, to the officer or other person in whose custody he may be, an account in writing signed by himself of the offence with which the person so committed is charged.

(*b*) If this account in writing, *i.e.*, the charge report (A.F.B. 252), is not delivered at the time, a verbal report giving the nature of the charge will be made. If the charge report is not received within twenty-four hours, the commander of the guard will take steps to procure it. A report that the charge report was not received within twenty-four hours will be made to the officer to whom his guard report is furnished, who, if the charge report or other evidence sufficient to justify the continued arrest is not forthcoming, will at the expiration of forty-eight hours from the time of committal, order the release of the person in custody (without prejudice to his re-arrest).

(*c*) The number, rank, name and offence of every person received into close arrest, and the rank and name of the person by whom he is charged. will be entered by the commander of the guard in his guard report, and the original charge report, or a copy thereof, will be forwarded to the C.O. of the person in custody.

(*d*) The commander of the guard will upon the request of any person received into custody inform him of the rank and name of the person preferring charges against him or ordering his arrest, and give to him a copy of the charge report as soon as he himself receives it.

Expedition in disposal of case

537. (*a*) When an officer or soldier is in custody his case will be disposed of at the earliest possible moment. Attention is directed to Section 45(1) and (5), Army Act, and Rules of Procedure 1, 2, 5 (B) and 17 (C). The prescribed report mentioned in Section 45 (1), Army Act, and in Rule of Procedure 1, will be made when the person in custody is a patient in hospital, or the case is not proceeded with for any other cause. On the receipt of every such report, the officer to whom application for trial will be submitted will satisfy himself as to the necessity for the officer's or soldier's continuance in custody.

(*b*) Under Section 21 (1) of the Army Act, serious liability is incurred by an officer who causes any person to be detained in custody for an unnecessarily long period without investigating the case or taking steps to bring him to trial.

(*c*) See also para. **1350.**

Officers and Warrant Officers under Arrest

538. (*a*) When an officer or warrant officer is placed under arrest the C.O., unless he dismisses the case, will report the matter without delay to the general or other senior officer under whose command the unit may be. The C.O. will also report to the regimental paymaster and the regimental agents whenever an officer is placed under or released from arrest.

(*b*) An officer or warrant officer when under arrest will not wear sash, sword, belt or spurs.

(*c*) An officer or warrant officer under close arrest will be placed under the charge of an escort consisting of another officer or warrant officer of the same rank, if possible, and will not leave his quarters or tent except to take such exercise under supervision as the medical officer considers necessary. An officer or warrant officer may, however, if circumstances so require, be placed for custody under the charge of a guard, piquet, patrol, sentry or provost-marshal.

(*d*) An officer or warrant officer under open arrest may take exercise at stated periods and within stated limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the O.C. on the spot. He will not use his own or any other mess premises. He will not appear in any place of amusement or entertainment, or at public assemblies. He will not appear outside his quarters or tent dressed otherwise than in uniform.

(*e*) Whenever possible, the sanction of the highest authority to whom the case may have been referred should be obtained before an officer or warrant officer is released from arrest.

(*f*) An officer or warrant officer has no right to claim trial by court-martial, except in the circumstances mentioned in Section 47 (3) of the Army Act, or to claim a court of inquiry.

N.C.Os and Private Soldiers Under Arrest

539. (*a*) So far as is applicable para. 538 (*b*) and (*c*) will apply to a N.C.O. under close arrest.

(*b*) A private soldier on being placed under close arrest will be placed in confinement under charge of a guard, piquet, patrol, sentry or provost-marshal, and will be searched and deprived of knives or other weapons. The accommodation usually available in barracks for the temporary confinement of soldiers under close arrest is the guard detention room attached to a guard room, and similar smaller rooms for the confinement of those who are to be kept apart.

(*c*) A soldier under close arrest awaiting trial by court-martial, and after court-martial up to the time of promulgation of his sentence, will be allowed his bedding. A soldier under close arrest pending investigation will be allowed the use of bedding if the period of his arrest exceeds two days. In severe weather a soldier under close arrest may be allowed such bedding as is necessary for the preservation of his health. A soldier under close arrest will take sufficient exercise under supervision.

(*d*) The keys of the guard detention room will be kept in charge of the commander of the guard.

(*e*) A soldier under open arrest will not quit barracks (except on duty or with special permission) until his case has been disposed of, and is forbidden to enter a liquor bar, or, if a N.C.O., the serjeants' mess or the corporals' room. A N.C.O. under open arrest may take exercise under the same conditions as an officer or warrant officer under open arrest.

(*f*) A soldier in military custody may, by an order signed by his C.O. on Form Q (*see* Appendix III, Rules of Procedure), be committed for temporary detention, not exceeding seven days, to any prison, police station, lock-up or other place of confinement in which he may legally be confined. This order may be made at any time in case of necessity.

Performance of Duties While Under Arrest

540. (*a*) An officer or warrant officer under arrest will not perform any duty other than personal routine duties and such duties as may be necessary to relieve him from the charge of any cash, equipment, stores, accounts or office of which he may have charge, or for which he may be responsible.

(*b*) Except on active service a N.C.O. under arrest or a private soldier under close arrest will not be required to perform any duty other than personal routine duties, such, for instance, as may be necessary to keep clean his quarters, person and belongings; also the duties necessary to relieve him from the charge of any cash, equipment, stores, accounts or office of which he may have charge or for which he may be responsible. He will not bear arms except in an emergency by order of his C.O., or on the line of march, or when proceeding to a detention barrack, or in a detention barrack by order of the commandant for purposes of instruction, exercise or practice. On active service he may be ordered to bear arms, attend parades and perform all such duties as may be required of him.

(*c*) A private soldier under open arrest will attend parades and may be ordered to perform all duties.

(*d*) Care will be taken to ensure that a soldier under arrest is called upon to perform no duties in addition to those performed by soldiers who are not under arrest or undergoing punishment.

(*e*) If by error, or in an emergency, an officer, warrant officer or N.C.O. under arrest or a soldier under close arrest has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for the offence for which he is under arrest.

Identification

541. (*a*) Except as provided in para. **591**, when circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer.

(*b*) When an identification is necessary, care must be taken that other soldiers of the same rank and dressed similarly to the alleged offender are present with him during the process of identification.

Investigation of Charges

542. (*a*) The investigation of charges will be carried into effect in the manner prescribed in the Rules of Procedure. Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the person charged.

(*b*) Every charge against a soldier will be investigated without delay in his presence. The case of a soldier in arrest will be disposed of daily (Sundays, Good Friday, and Christmas day excepted), and, when practicable, in the morning before the principal parade.

(*c*) Every charge whether against a warrant officer, N.C.O. or private soldier, should be investigated in the first instance by the company, &c., commander, at his company orderly room, which will be held at such an hour as will allow of a soldier remanded for disposal by the C.O. being ready to go before him at the appointed time.

(*d*) A C.O. is authorized to grant a large measure of discretionary power to company, &c., commanders, to dispose of any offence with which he himself may deal under para. **547**, provided that the limits laid down in para. **565** for company, &c., commanders, are not exceeded.

543. A soldier in arrest will be deprived of his cap and of any articles he can use as missiles during the investigation of offences and during his trial.

544. (*a*) Charges will be entered as follows:—

(i) For offences of N.C.Os. and men confined in the guard-room, or of N.C.Os. and men reserved for disposal by the C.O., in the guard report, by the commander of the guard, or, where there is no guard, by the N.C.O. responsible for the custody of the soldiers in close arrest.

(ii) For offences of N.C.Os. and men not confined in the guard-room, in A.F. B 281, under the orders of the company, &c., commander.

(*b*) If a charge against a N.C.O. or man, for which he has not been in close arrest, is reserved by the company, &c., commander for the C.O.'s award, the former officer will send the charge (A.F. B 252) for entry in the guard report, before the hour fixed for the disposal of soldiers in

arrest by the C.O. If, on the other hand, a charge for which a N.C.O. or man has been in close arrest is disposed of by the company, &c., commander, that officer will report the fact to the orderly-room, and the entry "disposed of on A.F. B 281" will be made in the punishment column of the guard report.

(*c*) A company, &c., commander, who has reserved a case for the award of the C.O., will always attend with the company conduct book, when the soldier is brought before the C.O.

(*d*) If a soldier is remanded for further inquiry his case will be brought under review daily and the order for remand will be entered daily in the guard report, or A.F. B 281, by the investigating officer.

545. (*a*) A.F. B 281 for recording the awards of company, &c., commanders will be retained in the orderly room, and will be obtained therefrom by the commander concerned whenever necessary for the disposal of offences. After completing the last three columns in each case disposed of, the company, &c., commander will return the form to the orderly-room in order that particulars may be available for inclusion in Part II Orders for the day, if necessary.

(*b*) On the last day of the week he will obtain and sign the form, whether blank or otherwise, and it will then be attached to the guard report for that day.

546. The authority having power to deal summarily with a case against an officer or warrant officer under the provisions of Section 47 of the Army Act should exercise this power only when the offence is laid under the following sections of the Army Act :—6 (except on active service); 8 (2) (threatening or insubordinate language only) except on active service ; 9 (2), except on active service ; 10, 11, 14, 15, 18 (1) (3), 19, 20 (except when the act is wilful), 21, 22, 26, 28 (1), 30 (3), 31 (2) (4), 34, 39 and 40.

547. A C.O. may, without reference to superior authority, dispose summarily of a charge for an offence committed by a N.C.O. or private soldier under the following sections of the Army Act:—6, except on active service; 8 (2) (threatening or insubordinate language only), except on active service; 9 (2) except on active service; 10 (except para. (1)), 11, 14, 15, 18 (1) (3), 19, 20 (except when the act is wilful), 21, 22, 24, 27 (4), 33 (except cases of enlisting from the Army Reserve), 34, and 40. First and less serious offences under the above sections, and minor neglects or omissions, not resulting from deliberate disregard of authority or not associated with graver offences, should, as a rule, be dealt with summarily. A charge for any other offence, which the C.O. desires to dispose of summarily, will be referred to superior authority in a letter stating the circumstances of the case, accompanied by the soldier's conduct sheets. The C.O. may refer a charge for any offence to superior authority with an application for a D.C.M.

548. Before proceeding with a case it is the duty of the C.O. to ascertain that the soldier is liable to be proceeded against, having regard to the limitations of time prescribed by the Army Act. For the purposes of exemption from trial under Section 161 of the Army Act, a soldier will be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his regimental conduct sheet for a continuous period of three years.

549. (*a*) When proposing to deal with a case summarily, a C.O. will satisfy himself that the evidence produced before him is sufficient to disclose the exact nature of the offence. If he is not so satisfied he should remand the case for further enquiries, so that the offence as entered in the guard report may be substantially the charge upon which the accused would be arraigned in the event of his electing to be tried by a D.C.M. under the provisions of Section 46 (8) of the Army Act.

(*b*) When once an accused soldier has elected to be tried upon the charge as read out to him from the guard report, it should under no circumstances be added to or increased in gravity.

550. Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed under the provisions of Section 46 of the Army Act.

551. If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be further inquired into. If, however, the offence is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the case should be dismissed.

552. (*a*) When a soldier elects to be tried by a D.C.M., under the provisions of Section 46 (8) of the Army Act, his C.O. may, if he thinks the circumstances of the case warrant it, release the accused from arrest pending trial.

(*b*) A soldier who has elected to be tried by D.C.M. will, on the following day, be given an opportunity of reconsidering such decision, unless there are reasons against such a course.

553. If, when a soldier is charged with one offence, another, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in para. **551.**

554. When a soldier already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial, the trial should take place at once.

Summary and Minor Punishments

Officers and Warrant Officers

555. When an officer who has power under Section 47 of the Army Act to dispose summarily of a case against an officer, decides to award—

(*a*) Forfeiture of seniority of rank, or

(*b*) Forfeiture of service for the purposes of promotion where an officer's promotion depends upon length of service,

the forfeiture in either case should not exceed 12 months' seniority or service as the case may be.

556. When an officer who has power under Section 47 of the Army Act to dispose summarily of a case against an officer decides to award a sentence of forfeiture of service for the purposes of promotion in the case of an officer of the Indian forces, he should not in any case order the officer concerned to forfeit more than 12 months' service.

557. When an officer has power under Section 47 of the Army Act to dispose summarily of a case against an officer or warrant officer of the Royal Air Force seconded, lent or attached to the Army, he will not, in the case of an officer, award the punishments of forfeiture of seniority of rank in the Royal Air Force or of service for promotion in that force, or, in the case of a warrant officer, forfeiture of seniority of rank in that force.

Non-Commissioned Officers

558. (*a*) A C.O. may, subject to the right of the N.C.O. to elect, previous to the award, to be tried by D.C.M., award any deduction from the ordinary pay of a N.C.O. allowed to be made by a C.O. under Section 138 (4) of the Army Act.

(*b*) A C.O. may also inflict on a N.C.O. the following minor punishments, the N.C.O. having no right to claim trial by court-martial:—

(i) Reprimand or severe reprimand.

(ii) Admonition.

559. A N.C.O., including an acting N.C.O., will not be subjected to punishments by his C.O., except as specially laid down in para. 558, or punished by being placed in any lower position on the list of his rank. Any N.C.O. or man holding any appointment or acting rank or lance appointment may be ordered by a C.O. to revert to his permanent rank or to any intermediate acting rank or lance appointment, but will not be awarded for the same offence any other punishment in addition.

Private Soldiers

560. (*a*) A C.O. may, subject to the soldier's right to elect, previous to the award, to be tried by D.C.M., inflict on a private soldier the following summary punishments:—

(i) Detention, not exceeding twenty-eight days.	The power of awarding detention exceeding seven days, except in cases of absence without leave, will not be exercised by a C.O. under the rank of field officer, save that in Great Britain the G.O.C., London District or an area commander, and in Northern Ireland District the G.O.C. may empower a captain temporarily commanding an infantry depot in the absence of the C.O. to award detention not exceeding fourteen days.

(ii) A fine not exceeding forty shillings.	For drunkenness only. (*See* para. 579).
(iii) Any deduction from ordinary pay allowed to be made by a C.O. under Section 138, paras. (4) or (6), of the Army Act.	In the case of a soldier who, by neglect or culpable mismanagement, loses or damages any articles of his personal equipment or other Government property, the approval of the G.O.C. must be obtained if the amount proposed to be recovered from any soldier exceeds £4.
(iv) Field punishment not exceeding 28 days.	On active service only.
(v) Forfeiture of all ordinary pay under Section 46 (2) (d) of the Army Act, for a period commencing on the day of award and not exceeding 28 days.	On active service only.

(*b*) A C.O. may also inflict on a private soldier the following minor punishments, the soldier having no right to claim trial by court martial:—

(i) Confinement to barracks for any period not exceeding fourteen days.	Defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent with a view to relieving well-conducted soldiers therefrom. Defaulters will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the C.O. may order them to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of [illegible] days from the date of award of confinement to barracks. Confinement to barracks in the case of the [illegible] or of the fixed [illegible] establishment of [illegible] will not [illegible] drill if [illegible] at the [illegible]
(ii) Extra guards or piquets	These are [illegible] punishment [illegible]
(iii) Admonition	

561. (*a*) The punishments referred to in para. **560**(*a*) (iv) and (v) may be awarded severally or conjointly, but a conjoint award will only be necessary when the period of forfeiture of pay exceeds the period of field punishment.*

(*b*) Of the other punishments referred to in para. **560**, those under sub-para. (*a*), (i), (ii), (iii), (v) (on active service), and sub-para. (*b*) (i) and (ii) may be awarded severally or conjointly subject to the following provisions:—

(i) When detention exceeding seven days is awarded, a minor punishment must not be given in addition.

(ii) Any award of detention, up to seven days inclusive, will be in hours; if exceeding seven days, in days.

(iii) When an award includes detention and a minor punishment, the latter will take effect at the termination of the detention.

(iv) A soldier undergoing detention or confinement to barracks may, for a fresh offence, be awarded further detention or a minor punishment or both. The commencing dates of the fresh awards will be as detailed below—

(*a*) Detention ..	Awarded to a soldier already undergoing confinement to barracks.	If awarded in days—from date of award. If awarded in hours—from the hour at which the soldier is received into the detention barrack or branch detention barrack, or, if not sooner received into one of those institutions, from the day after the date of award at the hour fixed for the commitment of soldiers under sentence.
(*b*) Detention ..	Awarded to a soldier already undergoing detention.	If awarded in days—from date of award. If awarded in hours—from the hour at which soldiers are usually received into the detention barrack or branch detention barrack on the day of award, provided he is re-committed that day, or, if not re-committed on the day of award, then from the day after the day of award at the hour fixed for the commitment of soldiers under sentence.
(*c*) Detention and a minor punishment.	Awarded to a soldier already undergoing confinement to barracks.	The detention—as in (*a*) above. The minor punishment from termination of the previous award of confinement to barracks (*see* sub-para. (v) below), or of the termination of detention (*see* (*a*) above), whichever shall last occur.
(*d*) A minor punishment.	Awarded to a soldier already undergoing such a punishment.	From the termination of the previous award.

provided that no soldier shall be awarded detention by summary award for more than twenty-eight consecutive days, and that the whole extent of consecutive punishment, including detention and confinement to barracks, shall not exceed forty-two days in the aggregate.

*Forfeiture of pay commences as from the day of award. When, therefore, it is desired to order forfeiture of pay for a period in excess of the field punishment awarded, *e.g.*, 10 days' field punishment and an additional forfeiture of 14 days' ordinary pay, it will be necessary to award the offender 10 days' field punishment with forfeiture of 24 days' pay, as pay is forfeited for the period of field punishment awarded.

(v) A defaulter is not required to undergo any punishment drill or confinement to barracks which may have lapsed by reason of his being in hospital or under sentence or employed on duty.

562. An officer will not introduce or adopt any system of punishment which is in any respect at variance with these regulations.

Powers of Commanders

563. The O.C. a detachment is vested with the power of awarding summary punishment to the extent mentioned below:—

(*a*) *If of field rank*—the full powers accorded to a C.O. of a unit.

(*b*) *If not of field rank*—the powers of a C.O. of a unit as restricted by para. **560** (*a*) (i).

(*c*) When the O.C. a detachment is below the rank of field officer, the C.O. of the unit, if the detachment is serving in the same command, or the O.C. the garrison or station where the detachment may be, or other superior authority, may, having regard to the rank and experience of the O.C. the detachment, restrict him from the exercise of any or all the powers of a C.O.

(*d*) Nevertheless, an O.C. a detachment who is under the rank of field officer, may, if necessity arises, act to the full extent of his powers as mentioned in (*b*) for the maintenance of discipline notwithstanding any restrictive order under (*c*), but in such case he will immediately report his action for the information of the superior authority by whom such restrictive order was made.

564. A brigade commander may, on the embarkation of troops and on other special occasions, associate two or more detachments for the purposes of discipline, and place them under the command of one officer. In such cases the powers of the Os. C. the several detachments to award summary punishments will, for the time being, remain in abeyance.

565. A C.O. may delegate power to a company, &c., commander to dispose of any offence with which he himself may deal under para. **547**, provided that the punishments which may be awarded by company, &c., commanders will not exceed:—

(*a*) In the case of a private soldier—seven days' confinement to barracks for minor offences, extra guards and piquets, fines for drunkenness, and in cases of absence without leave where pay is automatically forfeited under the conditions specified in para. **566** any punishment within his ordinary powers for such absence. A C.O. may further limit the power of award of an officer of less than three years' service to three days' confinement to barracks. Any such awards will be subject to any remission the C.O. may order, but cannot be increased.

(*b*) In the case of a N.C.O. below the rank of serjeant (or the appointment of lance-serjeant)—admonition or reprimand.

566. (*a*) In the case of absence without leave the C.O. will not make an award of forfeiture of pay, but will inform the soldier of the number of days' pay he forfeits under the Pay Warrant.

(*b*) This forfeiture applies also to a warrant officer or N.C.O. of any rank, and in all cases involving such forfeiture a soldier has the right, under Section 46 (8) of the Army Act, to elect to be tried by D.C.M.

567. In dealing summarily with cases of absence without leave, a C.O. will have regard to the place of the soldier's surrender or apprehension, the circumstances of his absence, and the period passed in custody. Absence without leave will be reckoned to terminate when the soldier is taken into custody, and in awarding punishment the C.O. should make allowance for any unusual delay in the disposal of the case.

568. Recoveries from soldiers on account of damage, through negligence or carelessness, to mechanically-propelled vehicles will usually be limited to the equivalent of a fortnight's pay. Any such recovery will form part of the disciplinary action taken in such cases.

Punishment Drill

569. (*a*) Punishment drill will not exceed one hour at a time, and will consist of marching in quick time only and not of instruction drill. It will not be carried out on Sundays. In very cold weather double time may be used for short periods.

(*b*) It will be carried out in marching order in the barrack yard or drill ground, and will consist in the cavalry and mounted corps of two hours' drill a day. In the infantry and dismounted corps it will never exceed four hours altogether in one day. When regiments or detachments are in billets their defaulters will be marched out under a N.C.O. on one of the roads for the prescribed period and will not be drilled in the streets. Punishment drill will not be carried on after retreat unless the brigade commander is of opinion that it is expedient to do so, in which case he may sanction exceptions.

Offences Causing Admission to Hospital

570. A soldier convicted of an offence under the Army Act and admitted to hospital on account of any illness certified by the medical officer to have been caused by such offence will forfeit the whole of his pay while in hospital. (*See* Pay Warrant.) An officer who has disposed of any offence on account of which the soldier may have been admitted into hospital will at once communicate with the medical officer, who will furnish the certificate on A.F. O 1644.

571. Where there are grounds for believing that a soldier has been admitted into hospital for disability in consequence of an offence under the Army Act, the C.O. will make a preliminary inquiry into the case, and acquaint the medical officer of the result in order that the latter may give or refuse the certificate on the soldier's discharge from hospital. The medical officer must attend the investigation of the offence, whether before a court-martial or the C.O. and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient.

Charges by Civil Power

572. (*a*) When a soldier is charged with an offence before a civil court near the station where his unit is quartered, an officer will be detailed from the unit to attend and watch the proceedings. If the prosecution takes place at a distance, the case will be submitted to the divisional,

brigade, or area commander, who will decide whether it is advisable for an officer to be present, and, if so, whether the officer shall be detailed from the soldier's unit, or from some other unit near the place of trial. In the latter case, the O.C. the soldier's unit will arrange with the O.C. the troops at the station from which the officer is to proceed, forwarding all necessary information and documents for the use of the officer attending the court.

(*b*) The officer attending to watch the proceedings will, if required by the court, give all information in his possession as to the soldier's character, and full particulars of any previous conviction, by a civil court, or by a court-martial of an offence under Section 17, 18 (4), 18 (5) or 41 of the Army Act, but not of minor offences of a purely military character unless specially required by the court to do so, as the nature of these offences is apt to be misunderstood to the prejudice of the prisoner. For the same reason he should not take with him the soldier's conduct sheets, but should furnish all the information with regard to general character which is within his personal knowledge or has been communicated to him by officers of the soldier's regiment.

573. When a N.C.O. is convicted by the civil power of any offence, the case will be reported to an officer not below the rank of colonel commandant. Should he consider it desirable to recommend the reduction of the offender, the matter will be reported to superior authority for transmission to the War Office.

Drunkenness

574. A private soldier will be dealt with for drunkenness under the provisions of Section 46 of the Army Act.

575. A private soldier will not be tried by court-martial for an act of simple drunkenness—that is to say, an act of drunkenness committed when not on active service, when the soldier was not on duty and had not been warned for duty, or had not by reason of the drunkenness rendered himself unfit for duty—unless four instances of drunkenness have been recorded against him within the twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be awarded fine or detention by his C.O.

576. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of march includes drunkenness during any period between the date of departure and the date of arrival at destination.

577. In dealing with simple drunkenness unconnected with another offence, confinement to barracks should be added to a fine only when the circumstances are such as to increase its gravity. Detention should never be awarded for an instance of drunkenness not triable by court-martial, except when the amount of unpaid fines for drunkenness recorded against a soldier is 40*s*. and upwards, in which case a C.O. should substitute detention or some other punishment which it is in his power to award.

578. When a private soldier commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court-martial, he should not be charged with drunkenness before the court-martial, unless he is liable to trial as stated in para. 575 and the

C.O. considers it a case which should be tried ; but as a record of the drunkenness, the C.O. will, when a charge of drunkenness is not preferred in such cases before the court-martial, make an entry of the offence, either imposing a fine, if the soldier is liable thereto, or making the following note in the punishment column:—"No punishment; awaiting trial on another charge." If an entry of the court-martial is subsequently made, the above entry will be bracketed with it, and will not be considered a separate entry.

579. (*a*) In computing fines for drunkenness in the case of a private soldier, the following scale will be observed:—

(i)	For the first offence	Nil.
(ii)	For the second offence	10*s*.
(iii)	For the third offence	20*s*.
(iv)	For each subsequent offence	20*s*.
	For each subsequent offence if within six months of last offence	30*s*.
	For each subsequent offence if within three months of last offence	40*s*.

Time during which a soldier is absent from duty by reason of penal servitude, imprisonment, detention, or absence without leave will not be reckoned in the above periods.

(*b*) A soldier should not be fined for drunkenness when the unpaid fines amount to forty shillings (*see* para. **577**).

(*c*) On mobilization, or when men are re-transferred to the colours from the reserve, cases of drunkenness recorded against them before transfer to the reserve will not be taken into account in computing the fines for further instances of that offence after they rejoin the colours.

(*d*) In colonial corps the fines to be levied will be one-half the amounts above specified.

580. A fine which cannot be recovered from a soldier's pay will not be recovered from any other source while he remains in army service. Subject to this regulation, the daily deduction on account of a fine or fines recorded against a soldier will be limited only by the provisions of the Army Act and the Pay Warrant as to the residue that should be paid to him.

Desertion and Absence Without Leave

581. (*a*) As soon as it is known that a soldier has absented himself without leave, his equipment, clothing, and regimental necessaries will at once be placed in safe custody, and an inventory of these articles will be taken as soon as practicable.

(*b*) A C.O. at home or abroad will transmit to the editor of the Police Gazette, New Scotland Yard, London, S.W., a descriptive report, on A.F. B 124, of every deserter or absentee without leave, giving particulars of the man's height, age, &c., at the time of his absenting himself, and the fullest information possible, in order that the description may be inserted in the Police Gazette. which is sent to Os.C., military police detachments, recruiting zones, and officers i/c records. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but in no case should it be delayed beyond five days. Up to 21 days the man should not

be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days, every absentee without leave should, pending investigation, be considered as a deserter. In the case of a recruit who absconds *en route* to join, a note should be made of this fact on the report. The postage on reports transmitted to the editor of the Police Gazette should not be prepaid, but they should be franked by the C.O. in the left-hand corner of the address.

582. A copy of the report will also be transmitted to the police of the locality in which the offence has taken place, and to the O.C. the depot near which the man deserted. Similar reports should be sent to the police of the place to which it is supposed the deserter or absentee may have proceeded, and elsewhere, as the C.O. may consider desirable.

583. The name of a soldier absent without leave will be notified in Part II regimental orders as follows:—

(*a*) If absent from 1 to 20 days—the name will appear on the day following the day of rejoining, and also, if applicable, on the 8th day of absence.

(*b*) If absent for 21 consecutive days—the name will appear on the 8th day of absence and also on the 22nd day.

(*c*) If absent on the last day of a month—the name will appear on the first day of the next month.

584. When a soldier, who has been advertised in the Police Gazette as a deserter or absentee without leave, rejoins, or ceases to be liable to apprehension, the officer i/c records concerned will immediately so inform the editor, quoting the date of the Gazette, and the "Office No." of the entry.

585. When a person is apprehended on suspicion of being a deserter or absentee without leave from the Army, he will be proceeded against in accordance with Section 154 of the Army Act.

586. When a person surrenders himself as being a deserter or absentee without leave from the Army, he will be dealt with as follows :—

(*a*) If he surrenders himself to a police constable in the United Kingdom, he will be dealt with in accordance with Section 154 (9) of the Army Act.

(*b*) If he surrenders himself to any portion of his own corps, and evidence of identity is immediately available, he will at once be taken into military custody, and the C.O. will forthwith proceed against him.

(*c*) If he surrenders himself to a provost-marshal, assistant provost-marshal or other officer, or to any portion of His Majesty's Forces not provided for in sub-paragraph (*b*), the provost-marshal, assistant provost-marshal or other officer, or the C.O. of that portion of His Majesty's Forces to which the man surrenders will arrange for an escort to be sent to conduct him back to his unit, and for his detention in military custody pending the arrival of the escort. The officer concerned will himself investigate the case, and will furnish a certificate, in accordance with Section 163 (1) (*j*) of the Army Act, signed by himself, setting forth the fact, date, and place of surrender. This certificate will be forwarded to the man's unit without delay and will be evidence of the matters stated in it. If the man is an

absentee without leave, he may, at the discretion of the officer concerned, be provided with a warrant (the expense being subsequently recovered from the man), and despatched to his unit without escort. The certificate under Section 163 (1) (*j*) of the Army Act should be prepared in accordance with the example given below, and duly signed and dated personally by the actual officer concerned, and it should contain nothing except a sufficient description to identify the person who surrendered (*e.g.*, number, rank, name, initial, unit) and the date and place at which, and the person to whom, the surrender took place.

Certificate under Army Act, Section 163 (1) (*j*).

I..... certify that ..... of the ..... Regiment surrendered himself to* ..... at ..... on the ..... day of ..... 19 .... as a deserter (or absentee without leave).

Signature.

Date.

Below his signature the officer concerned should state his rank and appointment in accordance with the terms of Section 163 (1) (*j*) of the Army Act. If the officer who signs the certificate does so as the C.O. of the portion of His Majesty's Forces to whom the surrender was made, he should state this below his signature.

(*d*) A person who falsely represents himself to be a deserter may be proceeded against before the civil power under Section 152 of the Army Act; and if in any of the above cases there is ground for supposing that a person surrendering himself as a deserter (but not as an absentee without leave) is not a deserter he will be at once handed over to the civil power.

(*e*) In no case other than those mentioned in this paragraph will a person not serving as a soldier be taken into military custody, except for the purpose of being brought forthwith before a court of summary jurisdiction, until he has been duly committed by a magistrate and delivered into military custody.

587. When a committed deserter is not claimed for service as a soldier, a protecting certificate (A.F. B 129) will be issued by a brigade commander, subject to para. **588.**

588. At a station abroad, when there is no doubt as to the identity of the soldier, he should be removed as soon as possible to his unit, if serving at the station, and there dealt with for his offence; but if, where a person in custody has been committed as a deserter on his own confession, the confession is false, and evidence to prove the falsity is available, he should not be removed from prison, but be proceeded against under Section 152 of the Army Act. Where the confession appears to be true, but no sufficient evidence is immediately available, the officer having power to convene a court-martial to try the case may, at his discretion (*a*) order

* Here insert rank, name, &c., of the person to whom the absentee or deserter surrendered.

the man to serve as a soldier with some corps at the station, until evidence can be obtained; or (*b*) send him to his corps under arrest; or (*c*) if he is unfit for service as a soldier, or if for any other cause it is undesirable to retain him as a soldier, furnish him with a protecting certificate (A.F. B 129), and discharge him from custody. But in case (*c*) the decision must be arrived at either before the person committed is taken over into military custody, or at the latest before he performs military duty as a soldier. A medical examination should therefore, when possible, be made before receiving over the person, in order that the O.C. may be fully informed of the case.

589. If a soldier committed as a deserter abroad cannot conveniently be taken over into military custody by reason of the distance of the place of committal from a military station, or when the committal has been ordered on the soldier's confession, by reason of the delay that must necessarily take place in procuring evidence of the truth of the confession, the general or other officer commanding may take steps to cause him to be discharged from custody without a protecting certificate and consequently without prejudice to his subsequent apprehension.

Deserters, &c., Notified by Civil Power—Escorts

590. At home the regulations laid down in paras. **591** to **597** will be observed in respect of an escort despatched for deserters, which will invariably take with it the route issued for the journey. Abroad, a similar procedure will be followed, as nearly as circumstances admit.

591. When a notification is received on A.F. O 1618 that a person apprehended on suspicion of being a deserter or absentee without leave has been committed to confinement to await an escort, or on A.F. O 1617 that a person has surrendered to the police and subsequently confessed to being a deserter or absentee without leave, a C.O. will deal with the case as follows:—

(*a*) If the man is traced as being illegally absent, and evidence as to identity is available, he will despatch an escort (capable, if possible, of identifying the deserter or absentee without leave) to bring him back should he be identified. A deserter route will be filled in for this service, and must be taken by the N.C.O. detailed for the duty as the authority to receive the deserter or absentee.

(*b*) If it appears to the C.O. that the person is not a deserter or absentee without leave from the unit under his command, he will so inform the magistrate or the governor of the prison or the officer in charge of the police station, as the case may be.

(*c*) If no evidence of identity is available, but the man admits the offence, and there is documentary evidence as to his desertion, he may be taken over into military custody, and instructions should forthwith be applied for from an officer not below the rank of colonel-commandant having power to deal with the case by D.C.M., the case being dealt with under Section 73 of the Army Act or otherwise.

(*d*) When the person is received into military custody, Part I of A.F. O 1618 or A.F. O 1617, as the case may be, will be retained by the unit from which the soldier is a deserter or absentee, the reward for the apprehension and the attendant expenses, if any, being dealt with as provided for in the Pay Warrant, Supplementary Reserve Regulations, and Allowance Regulations.

592. When a notification is received from the police that an alleged deserter is to be brought before a court of summary jurisdiction for disposal a C.O. will, if the man can be traced as a deserter or absentee (not an absconded recruit) from the unit, despatch an escort with a view to the alleged deserter being, if identified, taken over at the court, instead of being committed to prison; if an escort can be sent so as to be at the court before the case is disposed of, the police should be notified by telegraph that an escort is being sent. In such cases the N.C.O. of the escort will be instructed to obtain A.F. O 1618 before leaving the court. In cases where the deserter is to be taken over at the police-court, the deserter route, A.F. O 1797, should be altered as required.

593. An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order (Form T of A.F. O 1797) for the removal of the man. The order will be given up to the governor, magistrate, police officer, or chief officer of the prison. When a deserter route is issued, this order, which forms part of it, will be detached and similarly given up on taking over the deserter or absentee.

594. The commander of each escort is required to compare the deserter and his necessaries with the description and account inserted on the route, as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessaries of the deserter to be misused or made away with on the road.

595. Such necessaries as the deserter may absolutely require, and which are not amongst the articles left behind by him, not exceeding however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided under the orders of the C.O. of the corps furnishing the escort, and the charge for these articles will be defrayed by the company, &c., commander to which the man belongs, and will be subsequently included in the deserter's accounts.

596. In cases where identification is necessary, and it appears to a C.O. doubtful if the deserter should be conveyed to the regimental headquarters, he will make an immediate report to the brigade commander with a view to special instructions being given.

597. An escort will not take over into custody a person who is not identified as the deserter in question. If the person has not yet been committed, and it appears to the witness that the person has made a false confession, the fact should be stated to the magistrate with a view to the punishment of the person under Section 152 of the Army Act. If the person has already been committed, the commander of the escort will report the circumstance to the governor of the gaol and to the nearest military authority with a view to action being taken for the prosecution of the offender by the police.

Offences Against Enlistment

598. (*a*) When a soldier, while serving, is discovered, either by his own confession or otherwise, to have entered the Army while belonging to or after having been discharged from His Majesty's service, under the circumstances hereinafter described, the C.O. of the unit in which the soldier is serving will, after recording, on A.F. B 123, the prescribed particulars of his present service, forward such form as follows :—

If the former service was—

(i) In the cavalry or infantry, if the unit is at home—to the O.C. the unit; if abroad—to the officer i/c records.

(ii) In the R.A., R.E., R. Signals, R. Tank Corps, R.A.S.C., R.A.M.C., A.D. Corps, R.A.O.C., R.A.V.C., R.A.P.C., or A.E.C.—to the officer i/c records.

(iii) In His Majesty's Indian forces—to the proper authority in India.

(iv) In any other portion of His Majesty's regular forces—to the Under-Secretary of State, The War Office.

(v) If the soldier had passed into the Army Reserve—to the officer i/c records.

(vi) If the soldier has been discharged from the Royal Marines—to the deputy adjutant-general, Royal Marines, requesting that the necessary information may be furnished.

(vii) If the soldier still belongs to the Royal Navy, the Royal Marines, or Royal Naval Reserve—to the Secretary, the Admiralty, asking whether it is desired to claim him.

(viii) If the soldier has been discharged from the Royal Navy or Royal Naval Reserve—to the Secretary, the Admiralty, requesting that the necessary information may be furnished.

(ix) If the soldier still belongs to the Royal Air Force—to the Secretary, the Air Ministry, asking whether it is desired to claim him.

(x) If the soldier has been discharged from the Royal Air Force—to the Secretary, the Air Ministry, requesting that the necessary information may be furnished.

(*b*) An officer receiving A.F. B 123, after filling in the required particulars and adding any observations he may desire to make, will return the form to the officer from whom he received it.

599. The C.O. of the soldier's present unit, on completion of the necessary evidence, will deal with the case as follows :—

(i) (*a*) If at the time of his enlistment the soldier belonged to the regular forces (except Royal Marines)—

At home.—The C.O. will submit the case to the officer having power to try the case by D.C.M. who will dispose of it, deciding in which corps the man shall serve.

Abroad.—When both corps, or portions of both corps, are serving in the same command, the case will be submitted to the brigade commander, when not below the rank of colonel-commandant, who will use his discretion as to the corps in which the soldier is to serve. If no portion of the former corps is serving at the station, the soldier will be retained in his present corps.

(*b*) The considerations to which regard should be given in deciding each case, are :—character and length of service in former and in

present corps; the requirements as regards recruits in the different arms; the special requirements as regards training in the different arms, departments, and corps; whether desertion from a particular corps requires to be checked by relegating men who illegally absent themselves from that corps.

(ii) If the soldier belongs or belonged to the Royal Navy, Royal Marines, or Royal Naval Reserve, he will, in all cases, be retained for service in his present corps, unless an intimation is received from the Admiralty, on the return of A.F. B 123, that it is desired to claim him for further service, in which case the officer disposing of the case will give the necessary orders. If the soldier belongs or belonged to the Royal Air Force, he will, in all cases, be retained for service in his present corps, unless an intimation is received from the Air Ministry, on the return of A.F. B 123, that it is desired to claim him for further service, in which case the officer having power to try the case by D.C.M. will give the necessary orders.

(iii) (*a*) If the soldier belonged to the Army Reserve—

At home.—The officer having power to try the case by D.C.M. will dispose of the case. If a court-martial is ordered, it will be dealt with under Section 33 of the Army Act. Whether punished or not, the man will be relegated to the Army Reserve, unless the officer having power to try the case by D.C.M. authorizes his being held to army service on his last attestation.

Abroad.—After disposing of the case, the G.O.C. will, in all cases, direct the man to be retained for service in his present corps on his last attestation.

(*b*) In all cases, both at home and abroad, a report of the disposal of the case, giving particulars of the class and section to which the man belonged, the unit in which he served before transfer to the reserve, the date of re-entry into the service, and the date of his being relegated to the reserve, or held to army service, will be made by the C.O. of the unit in which the man has been serving to the officer i/c records of his previous corps, who will notify the paymaster by whom the man was paid while in the reserve.

(*c*) When a man of the Army Reserve is sentenced to imprisonment or detention, and is to be relegated to the reserve, the C.O. will inform the governor of the prison or the commandant of the detention barrack to which he is committed of the corps in which he served before his transfer to the reserve, and the pay district to which he belonged.

(*d*) Relegation to the reserve will take effect from the date of committal if the man is tried and sentenced to imprisonment or detention, otherwise from the date of the order of the officer having power to convene a D.C.M. to dispose of the case.

(iv) If the soldier belonged to the Supplementary Reserve, and the C.O. of the Supplementary Reserve unit has furnished the prescribed certificate (*see* para. **606**), the C.O. of the man's present unit will dispose of the case by an order under para. **605**.

(v) If the soldier has improperly entered or re-entered the Army under any other conditions than those above mentioned, the case will, except as laid down in para. **370** (xiv), be disposed of on its merits, and, if trial be ordered, will be dealt with under Sections 32, 33 or 99 of the Army Act. When the soldier's discharge is to be carried out in consequence of his offence, cases of false answer should, as a rule, be dealt with by the civil power instead of by court-martial if such a course can be adopted without expense to the public; proceedings before the civil power cannot, however, be instituted if more than six months have elapsed since the date of the offence.

600. When it is decided to try a soldier for making a false answer on attestation (other than in relation to any former service or discharge) he will be dealt with by court-martial if he is to be retained in the service; but if ordered to be discharged, the rule prescribed in the latter part of para. **599** (v) will be followed.

601. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto, and the necessary evidence will be obtained from his former corps. If he has fraudulently enlisted in the reserve forces he will be sent back to, and be dealt with as a soldier of, his former corps.

602. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will serve on his former attestation.

603. When it is decided that a soldier who has fraudulently enlisted is to be relegated to his former corps after punishment, the C.O. of the unit in which he is serving will forward his transfer documents, and communicate the result of the trial, and particulars as to place of confinement and expiration of imprisonment or detention, to the authority referred to in para. **598**, sub-paras. (*a*), (i), (ii), (iv), (ix) and (x), who will arrange for the removal of the man at the expiration of his sentence. The relegation to the former corps will take effect from the date of committal.

604. The C.O. of the unit to which a soldier may be relegated, or, if the relegation be not ordered, the C.O. of the unit in which the soldier is serving, will communicate to any units in which such soldier may have previously served, and also to the officers i/c records concerned, the result of the trial, or the manner in which his case has been disposed of. The C.Os. of such units will note this information in A.B. 87.

605. When a supplementary reservist is found to be serving in the regular forces without having previously obtained a release from his Supplementary Reserve engagement, he will, except in special cases to be decided by an officer not below the rank of colonel-commandant in, or under, whose command the soldier is serving, be retained for service in the Army.

606. The C.O. of the Supplementary Reserve unit will furnish the C.O. of the unit in which the man is serving with a duplicate of his Supplementary Reserve attestation, and the certificate referred to in Supplementary Reserve Regulations.

607. In cases referred to in paras. **605** and **606**, in which there is no objection to the retention of the man in the Army, the C.O. is empowered to dispose of the case without punishment. The soldier will thereafter be treated in respect of his service under his Army attestation as if at the time of his enlistment into the regular forces he had been duly released from his Supplementary Reserve engagement.

Dispensation from trial

608. When a soldier has signed a confession that he is a deserter or that he has been guilty of fraudulent enlistment (Section 13 of the Army Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to a competent military authority under Section 73 of the Army Act, in or under whose command the soldier is serving, who may dispense with the soldier's trial by court-martial for desertion or fraudulent enlistment, and make an order as to forfeitures.

609. A copy of the confession should accompany the application, and, whenever possible, evidence as to the truth of the confession should have been previously obtained. The following forms will be used:—

Form of Confession of Desertion.

I, ... (*here insert name*), do hereby confess that I am No. .... of the ..... Corps and that I deserted from that Corps on ..... and remained absent till ..... when I (surrendered) (was apprehended) (enlisted in .....).*

(*Any other particulars to be added.*)

Signed this .... day of .....
(Signature of soldier.)

I have explained to the above soldier the effect of this confession, and I am satisfied that he understands thoroughly the nature and consequences of the same and that he is not immune from trial under Section 161 of the Army Act.

(Signature of Commanding Officer.)

NOTE.—Where the soldier confesses to more than one offence of desertion, the form may be varied to suit the case.

* Strike out whichever is inapplicable.

Form of Confession of Fraudulent Enlistment.

I, ..., now being No. .... of the ..... Corps, do hereby confess that I was No. .... in the ..... Corps, and that I absented myself from that Corps on ..... and that I fraudulently enlisted in the Regular Forces on the ..... day of ..... at .....

Signed this .... day of .....
(Signature of soldier.)

I have explained to the above soldier the effect of this confession, and I am satisfied that he understands thoroughly the nature and consequences of the same and that he is not immune from trial under Section 161 of the Army Act.

(Signature of Commanding Officer.)

610. Before signing the form of confession the C.O. should explain to the soldier that, if his trial be dispensed with, he will be liable to suffer the same forfeitures as if convicted by a court-martial, and, in the case of a confession of desertion, he should satisfy himself that the soldier understands thoroughly that he is confessing to desertion and not to absence without leave.

611. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved, A.F. A 46 will be used. An order on A.F. A 46 is a disposal of the case, and it is, therefore, illegal for a C.O. to award any punishment in addition. An order should not be made where any fact stated by the soldier in his confession is inconsistent with his having committed the full offence of desertion or fraudulent enlistment, as the case may be.

612. (*a*) The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the attestation, and an entry of the order dispensing with trial will be made in the statement of services and conduct sheets as if the soldier had been convicted by court-martial of his offence.

(*b*) This entry will be shown upon page 3 of A.F. B 296 at any subsequent trial.

613. When exemption from trial on a charge of fraudulent enlistment has been earned by exemplary service in any corps, the C.O. of that corps will be held responsible for notifying the fact to the soldier's previous corps.

Procedure in Scotland

614. The following course will be pursued when it may become necessary to take action in Scotland before a civil tribunal in cases of desertion and fraudulent or unlawful enlistment under the Army Act (44 and 45 Vic., c. 58), and the Reserve Forces Act, 1882 (45 and 46 Vic., c. 48). In all ordinary cases the prosecution will be undertaken in the sheriff's court, or before the magistrates of the burgh within whose jurisdiction the case occurs, under the orders of the soldier's C.O., the complaint being made to the sheriff or magistrates, as the case may be. Prosecutions of this kind will not be brought in the justice of the peace court. In cases of a grave or difficult nature, or where the offender is a civilian, the case will be reported through the G.O.C.-in-C. to the Lord Advocate, in order that the prosecution may be undertaken by the sheriff court fiscal of the district under his instructions.

2.—COURTS-MARTIAL

General Instructions

615. Under the Army Act, the jurisdiction of courts-martial in respect of the trial of different offences is unrestricted, but it will be observed that, except where a particular course is prescribed by the regulations, it is not imperative to try any offence by court-martial.

616. A superior officer to whom a case is referred may deal with it as follows:—

(*a*) He may refer the case to a superior officer; or

(*b*) He may direct the disposal of the case summarily; or
(*c*) If he has power to convene a D.C.M., he may convene a D.C.M. to try it; or
(*d*) If he has power to convene a G.C.M., he may convene either a G.C.M. or D.C.M. to try it.
(*e*) In the case of an officer or warrant officer, he may dispose of the charge summarily under the provisions of Section 47 of the Army Act, if he has authority so to do.

617. (*a*) The officer referred to above as "a superior officer" is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with the G.O.C.-in-C. to determine to whom charges are to be referred which should not be disposed of without reference to higher authority, and he may, if he thinks fit, reserve such cases, either wholly or in part, for his own consideration.

(*b*) When the superior officer is the C.O. of the accused or an officer who has investigated the case, he cannot, except on board ship and in such special cases as may be determined by the Army Council, exercise the powers detailed in para. **616** (*b*) to (*d*) inclusive.

(*c*) Notwithstanding anything stated above, when an officer having power to award a summary punishment under Section 47 of the Army Act, decides not to deal summarily with a charge against an officer or warrant officer which has been referred to him for disposal, but to refer it for trial by court-martial, he may convene a court-martial for the trial of the accused, whether or not he has investigated the case.

618. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case.

619. In the case of offences against a superior, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and, especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.

620. Any officer or soldier who, when in the presence of the enemy, displays a white flag or other symbol in anticipation, or in token, of surrender, will be tried by G.C.M. In cases where the evidence is not sufficient to justify a charge under Sections 4 or 5 of the Army Act, the charge will be laid under Section 40 of that Act.

621. Theft from a comrade will, unless there are peculiarly complicated circumstances, be dealt with by court-martial in preference to trial by the civil power, and the charge will be framed under Section 18 (4) Army Act. Where there is no evidence of theft, and a soldier is charged with improper possession of a comrade's property, the charge will be laid under Section 40.

622. In cases where, after investigation, deficiences of funds or stores, or incorrect entries or omissions in accounts are to be made the subject matter of any charge involving fraud, which it is proposed to try by court-martial, and where there are grounds for supposing that the

irregularities may have been due to negligence only, an alternative charge under Section 40 of the Army Act will be added, the particulars of which will contain an allegation attributing the loss to neglect of duty by the accused.

623. In framing charges for offences in the cases of soldiers employed in taking care of horses and stables, it will be borne in mind that the sections of the Army Act referring to sentries do not apply to "stablemen," the latter term being used only when the orders regarding the posting and relief of sentries are not strictly carried out; but when a soldier of a stable guard or piquet is posted over horses or otherwise as a sentry, and is regularly relieved as such, he will be regarded in every respect as a sentry, notwithstanding that he may have been posted without arms.

Stoppages awarded by Court-Martial

624. (*a*) When a soldier is to be tried by court-martial for an offence under Section 13 of the Army Act, and the evidence appears to disclose that by committing such offence he has obtained a free kit of necessaries to which he was not entitled, the words "thereby obtaining a free kit of necessaries, value . . ." will be added to the particulars of the charge, the value being assessed according to Clothing Regulations. If the soldier is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, will invariably award a sentence of stoppages for the value thereof as stated in the charge.

(*b*) When a soldier who has improperly enlisted into the regular forces while belonging to the Army Reserve, is tried by court-martial on a charge of making a false answer on attestation, within three months of the date of his improper enlistment, but not otherwise, the words "and by his enlistment obtained a free kit of necessaries, value . .," will be added to the particulars of the charge, and (unless the accused pleads "guilty") proved in evidence, in order to enable the court to sentence him to stoppages for the value of the kit as stated in the charge.

(*c*) If the soldier is relegated to the Army Reserve after conviction by court-martial the stoppages will be enforced, but if he is held to serve on his last attestation the sentence of stoppages will be remitted.

(*d*) If the soldier is relegated to the Army Reserve without trial within three months of the date of his improper enlistment from the Army Reserve he will be required to make good the value of the free kit of necessaries in accordance with the provisions of Clothing Regulations.

(*e*) If it is desired to place a soldier, who has fraudulently enlisted, under stoppages of pay in respect of a deficiency in his public clothing, a charge must be laid under Section 24 (2) of the Army Act (*see* paras. **625** and **626**). If his trial for fraudulent enlistment is dispensed with by competent military authority, a charge under Section 24 (2) of the Army Act may nevertheless be laid against him, and disposed of by his C.O., or, if the soldier elects to be tried by court-martial, by the court. The value of the public clothing, of which he is deficient, will be reckoned in accordance with the provisions of Clothing Regulations.

625. In framing charges under Section 24 of the Army Act the following rule will be observed:—

In the absence of evidence of some positive act of pawning or selling arms, equipment, clothing, &c., a charge of "making away with" will

not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of a soldier under the above conditions, it will be sufficient to prefer a charge under para. (2) of that section.

626. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the charge and proved in evidence. This applies only to articles the value of which has to be made good to the public. Except as provided in para. **624**, or by such instructions as may be issued by the Army Council, it will be unnecessary to set forth the values of necessaries and personal clothing that are the property of the soldier, the specification of which is required only to acquaint the soldier with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiency of necessaries and personal clothing (subject to the exceptions above mentioned and except as provided for in Clothing Regulations for returned deserters) has to be made good by the soldier as a matter of account between him and his company commander (subject to his right of complaint under Section 43 of the Army Act).

627. A court-martial, in passing sentence, will not award stoppages in respect of articles of personal clothing, or in respect of necessaries except as provided in para. **624** or by such instructions as may be issued by the Army Council.

628. The values of articles of government property stated in the particulars of a charge are to be the actual values, whenever such actual values can be accurately determined according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage, or destruction are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (*b*) of Section 138 of the Army Act, in making the deductions from the soldier's pay.

629. A soldier who rejoins from desertion, and is tried by court-martial for that offence, will not be charged with the value of public clothing, &c., lost on desertion, unless he is sentenced by court-martial on a charge under Section 24 (2), Army Act, to be so charged. If his trial on a charge of desertion is dispensed with by the competent military authority, a charge of losing by neglect his public clothing may nevertheless be laid against him, and disposed of by his C.O., or, if he elects trial by court-martial, by the court.

Responsibilities of Officers Convening Courts-Martial

630. At home stations, in all cases of fraud or indecency, the charge and summary of evidence will be submitted to the judge-advocate-general before trial is ordered. This does not apply to simple cases of theft.

631. Every charge preferred against an officer or soldier, and the circumstances on which it is founded, will be carefully examined by the officer under whose authority the order for trial is issued. The evidence should be in his opinion sufficient to justify the arraignment of the accused

before a court-martial. He must satisfy himself that the charge is for an offence under the Army Act, and is properly framed in accordance with the Rules of Procedure and these regulations.

632. When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. **578.** As a rule a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial.

633. A general or other officer commanding abroad will not send home an officer or soldier against whom charges for offences are pending except in cases of unavoidable necessity, as it is essential that charges preferred should be thoroughly investigated and determined without unnecessary delay.

634. In deciding the description of court before which a charge shall be tried, general and other officers in superior command will bear in mind that there are few offences which cannot effectually be dealt with by D.C.M. In cases, however, of very aggravated offences, when the state of discipline in a garrison, or corps, renders a serious example expedient, or when the offender bears a bad character, a G.C.M. may be convened.

635. When an officer of the rank of captain is not available as president of a D.C.M., the power of convening the court should not be exercised except when such a course is absolutely necessary, and when the case cannot conveniently be referred to an officer holding a superior command.

636. If, in the opinion of a convening officer, a court-martial could more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to the G.O.C.-in-C. and by him, if necessary, to the Under-Secretary of State, The War Office, with an explanation of the reasons for this course. A saving of expense in transit of witnesses or members would be a sufficient reason, but no change of place will be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders and on the responsibility of the G.O.C.-in-C. to whose command the accused is removed.

637. When an officer or soldier is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application for his attendance will be made to the brigade commander under whom the witness is serving, and the probable day of the assembly of the court should be stated in such application. In the case of a witness being required in the United Kingdom, or the Irish Free State from the Royal Navy or Royal Marines, application should be made to the naval commander-in-chief, or to the commander of the division of Royal Marines, as the case may be.

638. An officer will be required, on first joining, to attend for instruction all such courts-martial as the O.C. station may direct, for at least 2 years from the date of his joining, and for such further period as his commanding officer may consider necessary to fit him to act as a member

Waiting members should also be detailed to meet reduction by challenge. For D.C.M. the legal minimum will ordinarily be sufficient; but, if necessary, a larger number may be detailed, and waiting members provided. For the trial of doubtful or complicated cases a D.C.M. should, when possible, consist of five officers. When the minimum number is detailed, not more than one member should be a subaltern.

644. (*a*) The president of a court-martial must be named in the order for the assembly of the court. The members and the waiting members may be mentioned by name or the number and ranks and the unit to which they belong may alone be named. When the composition of a court-martial differs from the normal, in respect either of the description or of the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, the prescribed form of the order convening the court must be strictly followed, as the legality of the trial may depend on the correct wording of the order.

(*b*) It is essential that A.F. A 47 should be free from alterations or erasures as regards the portion relating to the officers appointed and detailed to compose the court. Where alterations in the composition of the court are necessary at any time after A.F. A 47 has been prepared, this document will be withdrawn and a new A.F. A 47 will be substituted.

This procedure is not necessary when a waiting member is directed to serve on a court-martial.

645. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused. Drunkenness is no excuse for the commission of an offence, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

646. The hours during which courts-martial will ordinarily sit at the various stations abroad will be regulated by the G.O.C.-in-C. At home a court may be assembled at any convenient hour between the legal limits, but courts will usually be held between 10 A.M. and 4 P.M. or 11 A.M. and 5 P.M., at such hours as will interfere as little as possible with parades and other regimental instruction. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

647. An accused person for trial will be examined by a medical officer on the morning of each day the court is ordered to sit, and a C.O. is responsible for ensuring that no accused person is brought before a court-martial if in the opinion of the medical officer he is unfit to undergo his trial. An accused person brought before a court-martial will, if he is an officer, warrant officer, or N.C.O. be attended by an officer or N.C.O. having him in custody, or, if of lower rank, by an escort. The officer or N.C.O. in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

648. When a soldier is to be tried for an offence in relation to enlistment, the particulars of his character and of former convictions when serving under previous attestations will be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. Civil convictions for offences committed while the soldier was in a state of absence or desertion should be given in evidence after the finding. When inquiry has been made on A.F. B 123, this document will, if not handed in by the prosecutor in ordinary course, be attached to the summary of evidence. Trial should not be unduly delayed if difficulty occurs in procuring documents in relation to any previous service which can be dispensed with.

649. In cases where it is necessary to prove that a soldier was a defaulter at the time of the commission of an offence for which he is to be tried by court-martial, a certified true copy of the record of the punishment awarded, so far as it consists of confinement to barracks taken from the guard report (A.F. B 160), or the minor offence report (A.F. B 281), as the case may be, will be produced in evidence before the court-martial by a witness on oath, and will be attached to the proceedings. The copy of the record will be prepared in the following form:—

COPY of a record in the Guard Report (A.F. B 160) [or Minor Offence Report (A.F. B 281)], of the..... Bn. ..... Regiment, dated ..... showing the punishment of confinement to barracks awarded on that date to the undermentioned soldier:—

Corps	Squadron, battery or company	Army No.	Rank	Name	Punishment awarded	By whom awarded

(Signed) .....
Commanding..... Bn. ..... Regiment.

Certified true copy,
.....(Signature.)
Commanding ..... Bn. .....Regiment.
(or Adjutant).

650. When an original document, other than A.F. B 123, is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be necessary to annex it to the proceedings. A certified copy should be produced to the court, together with the original, the former being attached to the proceedings, and the latter returned to its proper custodian. Documents, the actual appearance of which is material to the case (*e.g.*, alleged forgeries), will always be attached in original.

651. When an original document has not been returned within a reasonable time, the proper custodian of that document will be responsible for its recovery.

Sentences of Courts-Martial

652. (*a*) When passing sentence, a court-martial will have regard not only to the nature and degree of the offence and the previous character

of the accused, as proved in evidence, but also to the nature and amount of any such consequences which, by virtue of any statute, warrant, order, or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court. Where attention has been called in local orders to the unusual prevalence of the offence whereof the accused has been found guilty, the court will also pay regard to the fact that such warning has been issued.

(*b*) All convictions, whether by courts-martial or by civil courts (except as provided in para. **1630** (*b*) (iii)) for offences committed by a soldier since his first enlistment, including any time passed in a state of desertion, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment or detention they will keep in view the locality and climate in which the accused has to undergo his sentence. Sentences must vary according to the requirements of discipline, but in ordinary circumstances, and for the first offence, a sentence should be light. Care must be taken to discriminate between offences due to youth, temper, sudden temptation, or unaccustomed surroundings, and those due to premeditated misconduct.

(*c*) If the accused has elected to be tried by a D.C.M. instead of submitting to the jurisdiction of his C.O. his punishment should not on that ground be increased. In ordinary circumstances the court should not award a heavier sentence than that which the C.O. had power to award.

(*d*) A soldier who is convicted by a court-martial of an offence under Section 17, 18 (4) or (5), or 41 of the Army Act, ought, unless in the opinion of the court there are special reasons to the contrary, to be sentenced to imprisonment, and undergo his sentence in a civil prison, but in cases where the confirming officer does not consider the soldier should be discharged from the Army as a consequence of his conviction, he should commute the sentence of imprisonment to one of detention.

(*e*) Except as provided in the preceding sub-paragraph, a soldier sentenced at home by a court-martial to imprisonment with or without discharge with ignominy, will be committed to a military prison to undergo his sentence.

(*f*) Detention was introduced into the scale of punishments in order that soldiers who are convicted of offences which do not warrant discharge, should not, as a rule, be subject to the stigma attached to imprisonment. The latter punishment ought, as a rule, to be reserved for men convicted of serious offences, or of grave military offences, which in the opinion of the court render their discharge with ignominy advisable.

(*g*) A soldier who is convicted by a court-martial of a purely military offence and who, at the expiration of his sentence, will rejoin his corps, should not ordinarily be sentenced to imprisonment.

(*h*) Where, however, a soldier has for a purely military offence been sentenced by a court-martial to imprisonment without discharge with ignominy, the confirming officer, or other superior authority, should, except under very special circumstances, commute the sentence to a sentence of detention.

(*i*) When a sentence of imprisonment is commuted into one of detention the term of detention must in no case exceed the term of imprisonment originally awarded.

(*j*) A sentence of detention, being lower in the scale of punishments than imprisonment, cannot be commuted into one of imprisonment.

(*k*) Where a soldier has been sentenced to imprisonment and to be discharged with ignominy, and a confirming officer, or other superior authority, commutes the imprisonment to detention, he will, in such a case, remit the discharge with ignominy, as such a discharge cannot accompany a sentence of detention. The converse will also hold good, that is, when a general or other officer remits a discharge with ignominy, he will at the same time commute the sentence of imprisonment to one of detention.

(*l*) A soldier awarded detention will undergo his sentence in a detention barrack or a branch detention barrack. He cannot be sent to a prison for that purpose, but a soldier sentenced to imprisonment may undergo his sentence in a detention barrack.

(*m*) The following general instructions are issued for the guidance of courts-martial, but nothing contained in them must be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with these instructions or not, if in their opinion there is good reason for doing so:—

Offences	Punishment		Remarks
	Detention	Imprisonment	
(1)	Period (2)	Period (3)	(4)
(i) In the absence of a previous conviction, or of aggravating circumstances or of antecedents appearing to require a severe lesson, or of an unusual prevalence* in the unit or garrison of the species of offence forming the subject of the charge. First desertion within first 6 months' service, and when not under orders for embarkation. Leaving guard or post. Offence of sentries. Insubordinate or threatening language. Disobedience not of a grave nature. Resisting escort, not involving an attempt at serious injury. Breaking out of barracks. Neglect of orders. Absence. Failing to appear at parade. Being out of bounds. Drunkenness. Release of person or allowing person to escape (not wilfully). Escaping from custody. Loss of kit, &c. Irregularity or omission in regard to returns (not fraudulent). Minor contempt of court-martial. False answer on attestation. Conduct to prejudice, &c. (not of a serious nature).	Not exceeding 28 days.	..	An addition of from 7 to 28 days' detention may appropriately be made in the case of each previous conviction, whether for a similar, or any other offence or of any circumstances that aggravate† the gravity of the offence.

*Where an offence is unusually prevalent in a district or garrison, attention should be drawn to the fact periodically in local orders, and not by special directions to courts-martial.

†Cases of absence, or failing to appear at parade, which involve the avoidance of embarkation will be held to aggravate the gravity of such offences.

Offences	Punishment		Remarks
	Detention	Imprisonment	
	Period	Period	
(1)	(2)	(3)	(4)
(ii) Striking a superior officer.. .. Disobeying a lawful command (graver cases). Desertion other than under (i). Fraudulent enlistment. False evidence. False accusations. Conduct to prejudice, &c. [of a more serious nature than under (i)].	Not exceeding 112 days.	..	If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence should be proportionately increased.
(iii) Ordinary theft .. .. .. Frauds. First offences under Section 41 of the Army Act.	..	Not exceeding 112 days.	If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence of from 113 days to 6 months' imprisonment should suffice. If repeated three or more times, a sentence of imprisonment for 1 year and upwards should suffice.
(iv) An offence under Section 32 of the Army Act.	..	Not exceeding 6 months.	If repeated, a sentence of imprisonment for 1 year and upwards should suffice.
(v) Gross violence to superiors .. Disgraceful conduct under Section 18 (5) of the Army Act.	..	1 year and upwards.	

(*n*) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

(*o*) The addition of "discharge with ignominy" to a sentence of imprisonment is, as a rule, advisable in the case of any persistent offender, *e.g.*, one who has been twice previously convicted of desertion or fraudulent enlistment. It should also be awarded for an offence under (iii), (iv) or (v) of sub-para. (*m*).

653. When a court-martial passes sentence on a soldier already under sentence of imprisonment or detention, or on a soldier tried at the expiration of a term of imprisonment or detention for an offence committed or discovered during its continuance, regard must be had to proviso (1B) to Section 44 of the Army Act; the limit of two consecutive years of imprisonment or detention, including the term already undergone,

will under no circumstances be exceeded. If the offence is of so serious a nature as to require a more severe punishment than can be inflicted under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment.

654. A court-martial in framing sentences will observe the following rules:—

(i) Terms of imprisonment or detention not amounting to six months will be awarded in days.

(ii) Terms of imprisonment or detention of one year and two years will be awarded in years.

(iii) Other terms of imprisonment or detention will be awarded in months, or, if required, in months and days.

655. When a soldier has been convicted by court-martial of theft, embezzlement, or receiving with guilty knowledge, Section 75 of the Army Act provides for the restitution of the stolen property in certain cases. If the soldier has been sentenced to be placed under stoppages in respect of the property stolen or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, he should be placed under stoppages for the balance only of the stoppage awarded by the court.

656. Where for special reasons the convening officer is of opinion that a soldier under trial abroad should not be sent home for punishment, he should draw the attention of the court, before sentence is passed, to proviso (*a*) (ii) to Section 64 (4) of the Army Act. Confirming, commuting and remitting authorities will also observe their powers in this respect. When a sentence of imprisonment or detention exceeding twelve months is passed on a person not included in the note to Section 64 (4), proviso (*a*) (i), of the Army Act in the Manual of Military Law, care will be taken that before such sentence is inflicted out of the United Kingdom the necessary order has been made either by the court which tried the person, or by the confirming officer or other authority mentioned in the Act.

657. The liability to general service which a soldier may incur under Section 83 (7) of the Army Act, will be ordered only by one of the authorities named in the Army Act and Rule of Procedure 128, or by a G.O.C.-in-C. An order passed under Section 83 (7) of the Army Act, on any soldier will be entered, and the authority quoted, in the soldier's record of service.

658. (*a*) Returns of soldiers at home who come under the terms of this provision, and are still undergoing sentences, will be furnished monthly to the G.O.C.-in-C., from the 1st August to the 1st February, inclusive, on A.F. B 283, together with copies of the soldier's conduct sheets. The following will not be included in the returns:—(i) those ordered to be discharged, or whose names are being brought forward for discharge; (ii) those undergoing sentences for offences of insubordination, or of a fraudulent nature; (iii) those not recommended for transfer.

(*b*) Names which have been already submitted are not to be included in any subsequent return. Any change in the situation of a soldier whose name has been submitted should at once be reported.

Confirmation and Promulgation of Proceedings

659. As soon as the proceedings of a court-martial are received by an officer having power to confirm them, he may, and in normal circumstances should, at once order the release of the accused if the sentence awarded by the court is lower in the scale of punishments set out in Section 44 of the Army Act than dismissal from His Majesty's Service in the case of an officer, or discharge with ignominy in the case of a soldier. If the sentence is, or includes, forfeiture of seniority of rank, or reduction to a lower grade or to the ranks, instructions should, at the same time, be given that the accused should not, unless the exigencies of the service demand it, be placed on any duty whatsoever until after the promulgation of the proceedings; in such cases the accused may, in the interests of discipline, be placed in open arrest instead of being released from arrest.

660. Except as provided for in para. **617** a C.O. who has investigated a case in his capacity as C.O. cannot subsequently confirm the proceedings of a court-martial arising out of the same matter. If he purports so to act in a case outside the exceptions, the proceedings are not void but must be confirmed by a properly qualified authority.

661. It is the province of a confirming officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts-martial, and to ensure that the findings and sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. In exercising his powers of commutation or mitigation the confirming officer will be guided by the instructions in para. **652**, in order that, having due regard to the soldier's character, &c., no great disparity may exist between sentences awarded for similar offences.

662. (*a*) A confirming authority, when the proceedings require confirmation, may confirm or refuse confirmation, or may send back the finding and sentence, or either of them, for revision once, but not more than once, and where the finding only is sent back for revision, the court have power, without any direction, to revise the sentence also.

(*b*) When the confirming authority finds it necessary to comment upon the proceedings of such a court-martial, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or, in exceptional cases where in the interests of discipline a more public instruction is required, they will be made known in the orders of the command. In no case will he comment upon a finding of "not guilty" (except as laid down in para. **664**) or upon the inadequacy of a sentence, and great care will be taken not to interfere with the discretion with which the court is vested in the exercise of its judicial functions.

(*c*) When it appears from a perusal of the proceedings that the mental condition or fitness for service of the accused is open to doubt, the confirming officer will, after confirmation, take steps to ensure that the commandant of the detention barrack, or the governor of the prison to which the soldier is committed to undergo his sentence, is informed of the circumstances with a view to the soldier so committed being placed under medical observation and, if considered desirable, admitted to a military hospital. He will also furnish a report of the case to the G.O.C.-in-C. in whose command such detention barrack or prison is situated.

663. (*a*) Where statements made by an accused, in mitigation of punishment, reveal facts which might influence confirming officers in determining the proper sentence, or contain matter which might call for disciplinary action, investigation into the truth or otherwise of such statements should be made by the confirming officer, if practicable, prior to confirmation.

(*b*) If such enquiry is likely to cause substantial delay in confirmation, confirming officers may confirm the proceedings forthwith, and make investigation with a view to subsequent reconsideration. They will use their own discretion whether they will retain the proceedings or will forward them at once to the judge-advocate-general; in the latter case the outcome of the investigation will be communicated to the judge-advocate-general subsequently.

664. If an officer who would have confirmed the finding and sentence of a court-martial had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the accused has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of the Army Council, or in India, the commander-in-chief, who will give such orders as may be necessary.

665. If it appears to a confirming officer that the proceedings of a court-martial are illegal, or involve substantial injustice to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. In the United Kingdom, and elsewhere when the circumstances of the case admit of reference without undue delay, the proceedings of a court-martial that have been confirmed will not be quashed without reference to the judge-advocate-general. If the proceedings can be legally sustained, and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the soldier. The same rule will apply when the proceedings of a court-martial, after confirmation, come under the review of any other authority competent to deal with them. Except as above provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed, but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.

666. Any officer or soldier who considers himself aggrieved by the finding or sentence of a court-martial may forward a petition to the confirming or any reviewing authority through the usual channels. If such petition raises any question of law it should, in the United Kingdom, be referred to the judge-advocate-general.

667. (*a*) When a G.C.M. is held at home the proceedings will be transmitted by the judge-advocate direct to the G.O.C.-in-C. who convened the court, and the latter will forward them, together with his recommendation and remarks, to the judge-advocate-general. If the sentence awarded is one which requires to be confirmed by His Majesty the King, the judge-advocate-general will transmit the proceedings to the Secretary

of State for War for confirmation by His Majesty. If the sentence awarded is one which does not require confirmation by His Majesty, the judge-advocate-general will, after review, return the proceedings to the G.O.C.-in-C. for confirmation or such action as may be necessary, and after completion, the G.O.C.-in-C. will forward the proceedings to the Under-Secretary of State, The War Office.

(*b*) If a G.C.M. is held elsewhere, the proceedings will be forwarded to the officer having power to confirm the findings and sentences of G.Cs.M., who, if from any cause he has no power to confirm the finding and sentence of that particular court-martial, will forward the proceedings to the judge-advocate-general for transmission to the Secretary of State for War for confirmation by His Majesty.

668. (*a*) In the event of a court-martial resulting in a conviction on all or some of the charges against the accused, the proceedings of the court, including the charges, finding, sentence and confirmation will be promulgated in all cases by communication to the accused; promulgation will only be effected by the above particulars being read out on parade in those cases in which the confirming authority specially directs that this shall be done. The date of promulgation will be recorded on the proceedings.

(*b*) The results of all courts-martial will be published in the orders of all formations in which appeared the notice of the convening of the court. In every case such results will be published in the orders of the unit concerned in Part I Orders in the case of officers and in Part II Orders in the case of soldiers (*see* para. **1606**).

(*c*) If, subsequent to conviction but before promulgation can be effected, an accused absents himself, and a declaration by a court of inquiry under Section 72 of the Army Act is made in respect thereof, the proceedings of the court-martial may be promulgated by the publication of the foregoing particulars in Part II Orders of the unit. They will, however, forthwith be communicated to the accused upon his apprehension or surrender.

669. All proceedings of courts-martial, whether transmitted before or after promulgation, will be accompanied by a letter specifying the nature of the contents.

670. (*a*) The proceedings of a D.C.M. will, when promulgated, be returned to the G.O.C.-in-C., who will make any necessary communication respecting them to the president and judge-advocate (if any) for their information. The G.O.C.-in-C. will then transmit them to the judge-advocate-general without delay. The proceedings of a G.C.M. confirmed abroad will be transmitted to the judge-advocate-general as soon as possible after promulgation.

(*b*). The proceedings of any G.C.M. or D.C.M. which have not resulted in a conviction, or for any reason have not been confirmed, will be sent to the judge-advocate-general.

671. In forwarding proceedings which disclose any matters which appear to require investigation, such as allegations as to irregularities, or statements as to the mental condition (or fitness for service) of the accused, made either in mitigation of punishment or in the recommendation of the court, or otherwise, the covering letter will stat[illegible] steps are being taken, or have been taken, to inquire into the [illegible]

672. If the proceedings of a G.C.M. or D.C.M. have not been forwarded to the judge-advocate-general within 14 days from the date of confirmation, a special report of the cause of delay will be made.

General Courts-Martial—Royal Marines

673. When it is decided that an officer, N.C.O. or man of the Royal Marines serving at home is to be tried by G.C.M. under the Army Act, the G.O.C.-in-C. concerned will apply to the Under-Secretary of State, The War Office, for a warrant to convene the court (Section 179 (1) of the Army Act). After trial, the G.O.C.-in-C. will, in the event of a finding of guilty, forward the proceedings, with his remarks, to the judge-advocate-general, by whom they will be transmitted to the Admiralty for confirmation or otherwise. The proceedings will subsequently be sent by the Under-Secretary of State, The War Office to the G.O.C.-in-C. for action in regard to promulgation after which they will be returned, duly completed, to the War Office for transmission to the Admiralty. In the event of acquittal upon all the charges the G.O.C.-in-C. will forward the proceedings to the judge-advocate-general for transmission to the War Office and ultimately to the Admiralty.

3.—DISPOSAL OF MILITARY CONVICTS AND PERSONS UNDER SENTENCE

General Instructions

674. The forms for the commitment, removal, transfer and release of soldiers sentenced by court-martial to penal servitude, imprisonment, or detention, or awarded detention by order of a C.O. are annexed to the Rules of Procedure and are issued as Army Forms, and will be referred to in these regulations by the letters they bear in those rules.

675. The powers and functions of the several authorities named in respect of the commitment, removal, transfer and release of military convicts and persons under sentence are defined in Sections 58 to 68 of the Army Act, and Rule of Procedure 126.

Military Convict

676. A soldier sentenced to penal servitude (that is, a military convict) will, except as stated in para. 677, undergo his sentence in the United Kingdom. If sentenced in the United Kingdom or the Irish Free State, he will be committed to the nearest penal servitude prison named by the G.O.C.-in-C., and the order of commitment (Form A) will be signed by the C.O. of the convict unless he receives a commitment signed by some superior authority.

677. A military convict sentenced in India, or in a colony, or in a foreign country, will be committed to undergo his sentence in a penal servitude prison in Great Britain, except where the sentence was passed for an offence committed on active service and (under the proviso to Section 58 of the Army Act) orders are given for part of the sentence, not exceeding two years, to be served in a military prison (Form BB); or unless the military convict belongs to one or other of the classes of persons referred

to in paras. (*a*) and (*b*) of Section 59 of the Army Act. The order of commitment (Form B) will be signed by the competent military authority specified in Section 68 (2) of the Army Act and Rule of Procedure 126 (F).

678. The competent military authority in India or in a colony will, in communication with the local government, when necessary, make such arrangements and give such orders as may be required for the confinement and custody of military convicts until they can be removed to Great Britain and during removal. Forms of the various orders which may be legally given from time to time are contained in Form B.

679. On the arrival of a military convict from abroad, the G.O.C. at the port of disembarkation will cause him to be handed over to the custody of the governor of the penal servitude prison nearest to the port where the man lands. After the military convict is received into the penal servitude prison he will be dealt with under the orders of the Secretary of State for the Home Department, but the military authorities specified in Section 57 of the Army Act may, at any time, remit any portion of the sentence, and the competent military authority under Section 61 (3) of the Army Act may, on such remission being granted, order the convict to be released.

Soldier under Sentence

680. A soldier sentenced to imprisonment or detention will be classified and dealt with as follows:—

(i) A soldier will be committed to the nearest civil prison where accommodation is available, according to his religious denomination, when sentenced to imprisonment for offences under Sections 17 and 18 (4) and (5) of the Army Act, or for any offences under Section 41, or when sentenced to be discharged with ignominy, except as provided in (iii).

(ii) A soldier sentenced to detention will be committed to the nearest detention barrack where accommodation is available, but if the term of detention to be undergone does not exceed 168 hours, and there is no detention barrack at the station, the detention may be undergone in duly certified barrack detention rooms.

(iii) A soldier sentenced to be discharged with ignominy, who has been convicted of a purely military offence only, will be committed to the nearest military prison specially set apart for this purpose. A C.O. will ascertain that there is accommodation in that prison before committing a prisoner thereto. If accommodation is not available, a prisoner of this class will be committed to a civil prison as in (i).

(iv) A soldier sentenced to imprisonment for a purely military offence only, and not sentenced to be discharged with ignominy, will be committed to a military prison, but if this involves undue expense for travelling, he may be committed to the nearest detention barrack.

681. In the case of a soldier sentenced to imprisonment, the order of commitment to a prison or to a detention barrack (Form C) will be signed by the soldier's C.O., unless he receives a commitment signed by some superior authority. In the case of a soldier sentenced to detention, the order of commitment to a detention barrack or barrack

detention room (Form D or G) will be signed by the soldier's C.O., and when a soldier who has been sentenced to imprisonment, and who is temporarily confined in a branch detention barrack or barrack detention room, is transferred to a prison or detention barrack a fresh commitment (Form C) must be sent with him for his admission into a prison or detention barrack. When a soldier is committed to a military prison or detention barrack, A.F. C 355 will accompany the commitment (Forms BB, C and D).

682. At a station abroad where there is a detention barrack, a soldier sentenced to imprisonment will not be committed to, or if committed, retained in, the civil prison if there is room in the detention barrack.

683. A soldier under sentence of penal servitude or imprisonment abroad will not (except temporarily in case of emergency) be committed to a civil prison other than a prison in respect of which arrangements have been made by a Secretary of State with the Governor General of India or the governor of a colony under Section 135 of the Army Act.

684. (*a*) If a sentence passed abroad exceeds twelve months, and the offender is not, for special reasons, to undergo such sentence abroad, he must, whether committed to a prison or detention barrack abroad or not, be transferred as soon as practicable to a prison or detention barrack at home. The order for the transfer (Form E or F) will be signed by the competent military authority under Section 66 (2) of the Army Act; but before ordering the transfer the authority having power to remit will consider whether it is desirable to reduce the sentence to twelve months by remission in order to avoid the transfer.

(*b*) When a soldier is sent home to undergo imprisonment or detention, the competent military authority will make arrangements for the custody of the soldier during transit. Forms of orders which may legally be made are contained in Forms E and F. These forms will also be used in the case of a soldier whose sentence does not exceed 12 months but who for any special reason is sent home to undergo imprisonment or detention.

(*c*) When a soldier is sent home under circumstances which will entail his commitment to a military prison or detention barrack on arrival, A.F. C 355 will accompany the order for transfer (Forms E, F, M, or N, as the case may be).

685. (*a*) A soldier sentenced abroad to be discharged with ignominy but to not more than 12 months' imprisonment will be sent home so as to arrive before the expiration of his imprisonment. If there is no opportunity by transport freight ship, or other public vessel, he may be sent by packet in order to reach the port of disembarkation before his sentence expires.

(*b*) In the case of a soldier whose discharge for misconduct is ordered while serving abroad, a similar procedure will be observed whenever it is apparent that the cost to the public (in pay, &c.) of retaining such a man for a passage by public vessel will amount to more than the cost of immediately providing him with packet passage.

686. On the arrival of a soldier under sentence at a port in Great Britain, the nearest G.O.C. will provide for the immediate removal of the soldier to some prison or detention barrack to which he might have been committed if he had been sentenced at home. When the removal has taken place under Form E or F, he will complete the order of commitment therein contained, and when under Form M or N, he will make a fresh order of commitment on Form C or D, as the case may be.

687. A soldier awarded a term of imprisonment or detention abroad who is sent home to undergo his sentence, but is not to be discharged from the service, will, on release from confinement, join a service unit of his corps at home unless all the units are serving abroad. The officer i/c records will arrange as soon as possible, not less than one month before the expiration of the sentence, for the transfer of the soldier from the depot to the service unit, and will forward his documents to the C.O. of the latter, with information as to the place of confinement, date of release, &c. When a portion of the imprisonment or detention is remitted, the authority granting the remission will inform the officer i/c records, who will then immediately proceed as above.

688. Every commitment to a civil or military prison or to a detention barrack will be accompanied by a medical certificate of the state of health of the soldier. When the medical officer considers the soldier unfit for the ordinary hard labour he will state the grounds on which his opinion is based.

689. When a soldier is committed to a military prison or detention barrack, his conduct sheets and medical history sheet will be sent with him. On the soldier's release they will be returned to the C.O. When the commitment is to a civil prison copies only of the above documents will be sent with him.

690. A soldier committed to a civil prison will be sent so as to arrive at the prison before 10 o'clock p.m. As regards a soldier under sentence committed to a military prison, detention barrack, branch detention barrack, or barrack detention room, *see* para. **721.**

Removal of Soldier under Sentence

691. When a unit moves from one place to another in the United Kingdom, a soldier undergoing sentence in a civil prison, or in a military prison or detention barrack will, as a rule, remain there until the termination of his sentence, and the same rule will apply in the case of a unit moved abroad from the United Kingdom, unless permission is received for the soldier to accompany his unit under paras. **694** and **696.** A soldier undergoing a sentence by court-martial may, however, be removed from the prison or detention barrack by the military authorities for embarkation for service abroad, or an order may be made by competent military authority, under Section 66 (2) of the Army Act, for his delivery into military custody, if required for any purpose.

692. When a soldier who is undergoing a sentence of imprisonment or detention, or is in military custody, is bound over under recognizances to appear as a witness before a civil court, the N.C.O. in charge will be furnished with the necessary funds by his C.O. to send him there under escort should this be necessary. The N.C.O. will be instructed to apply to the court for the expenses of the escort and those of the soldier. Failing the grant of expenses the C.O. will report the circumstances to the Under-Secretary of State, The War Office.

693. An order for the delivery into military custody of a soldier from a prison or detention barrack in or out of the United Kingdom, for the purpose of being brought before a court-martial or civil court, or for any other purpose, will be made on Form K or L. The escort which receives

him will obtain from the governor of the prison, or the commandant of the detention barrack, the original order of commitment, and will return it to the governor of the prison, or the commandant of the detention barrack, to which the soldier is returned. If he is returned to a different prison, or detention barrack, the competent military authority in or under whose command the soldier is at the time of his return, will make an order for his return to that prison, or detention barrack (on Form K or L), which will be delivered to the governor or commandant with the original order of commitment. In the United Kingdom application will be made to the Under-Secretary of State, The War Office, for the removal of a soldier under sentence of a civil court.

694. (*a*) Whenever a unit or draft is placed under orders for embarkation for service abroad, a return of the soldiers belonging to it who are in prison or detention barracks, with particulars of the case of each of the soldiers in question will be furnished on A.F. B 277 to the competent military authority in sufficient time to allow of arrangements being made for removing such of them as may be selected for embarkation. Any change in the situation of a soldier whose name has been submitted should at once be reported to the competent military authority, who will issue instructions relating to a soldier whose removal is approved.

(*b*) A soldier to go with a unit or draft will not be selected from (i) those undergoing sentence for offences of serious insubordination or of a fraudulent nature unless the release involves a small remission of punishment only; (ii) those less than 20 years of age at disembarkation, if for an Indian or tropical station. A soldier in prison or detention barrack for desertion, absence without leave, or any offence connected with enlistment, should, however, be selected, particularly if he has absented himself to avoid embarkation. It should also be considered whether a man would have formed part of the draft had he not been undergoing sentence.

(*c*) In the case of men convicted by the civil power it is necessary to obtain sanction from the Home Office, Scottish Office or Ministry of Home Affairs, Northern Ireland, as the case may be, and these offices, as a rule, only sanction the release if the bulk of the sentence has been completed. Generals commanding are authorized in such cases to correspond direct with the Under-Secretary of State, Home Office, Whitehall, London, S.W., the Under-Secretary of State, Scottish Office, Whitehall, London, S.W., or, in the case of Northern Ireland District, the Minister of Home Affairs, Northern Ireland, and should send a copy of the civil conviction with their application.

695. A soldier removed under para. **694** will be treated as undergoing sentence until the sailing of the vessel, unless his sentence expires earlier, or unless he is to be treated as undergoing sentence on board ship so long as his sentence continues.

696. (*a*) A soldier not included in the return prescribed by para. **694** who has been sentenced, shortly before embarkation, to detention, for any period not exceeding 21 days, will be embarked and treated on board ship as undergoing sentence so long as his sentence continues. The disposal of a soldier whose sentence under similar conditions may exceed 21 days will be decided by an officer not under the rank of colonel-commandant.

(*b*) Nominal lists of all soldiers not to be released on the sailing of the vessel will be sent to the officer in command at the port of embarkation, by the authority ordering the removal or, in cases of emergency, by the

C.O. direct. In the event of the number of soldiers so embarked being greater than can be accommodated, the O.C. at the port of embarkation will use his discretion in directing the release of a sufficient number of them, the cases for remission being selected by him. The O.C. the troops on board will, as a rule, release all soldiers under sentence of court-martial on disembarkation at a station abroad. If necessary, they may be disembarked in close arrest and kept in the guard detention room, but they must not under any circumstances be re-committed to detention barrack under their former sentence.

697. Section 172 (5) of the Army Act authorizes (although it does not oblige) the commander of a ship to receive and detain, as in military custody, any soldier or military convict, or person subject to military law, charged with an offence, whose conveyance by sea has been sanctioned by a military authority. When, therefore, a soldier is sent by sea either without an escort, or with an insufficient escort, under this provision, a special order authorizing the soldier to be conveyed by sea should be issued either at the place of departure or at the port of embarkation, and produced to the commander of the ship. The embarkation of the soldier should be duly notified to the O.C. at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the commander of the ship.

698. When a soldier under sentence is included in an unarmed draft, a suitable number of men of the draft will be supplied with side-arms, &c., and employed as an escort. The arms, &c., will, on the arrival of the draft at the port of embarkation, be handed over by the officer in command to the staff officer in charge, who will arrange with the local ordnance officer for their being returned to the unit which furnishes the draft.

699. When a unit is moved from abroad to the United Kingdom, a soldier undergoing sentence or awaiting trial by court-martial or disposal by the C.O. will accompany his unit to its destination. When a unit is moved from one station abroad to another, such soldier will, as a rule, accompany his unit; but if the Rules of Procedure do not admit of a soldier under sentence being re-committed to a prison on arrival of the corps at its destination, the removing authority will decide, in the case of each soldier, whether he is to accompany his unit, or to complete his sentence and follow his unit.

700. A soldier ordered to be discharged from the service will not, as as a rule, accompany his unit on change of station abroad.

701. The order for the removal of a soldier under para. **699** will be made on Form M. N, O, or P, as the case may be, and whenever practicable, notification of the intended removal will be made to the governor of the prison or commandant of the detention barrack before the escort arrives.

702. A soldier may be transferred from any prison or detention barrack out of the United Kingdom to any other prison or detention barrack as often as occasion may arise, provided the transfer is sanctioned by the Rules of Procedure. Form O or P will be used.

703. When a unit changes station, either at home or abroad, a soldier confined in a detention room will be taken with it, and re-committed to the detention room at the new station. The removal from the detention room will be effected by an order (Form N) signed by the C.O.

Remission of Sentence

704. (a) In every case in which a sentence of penal servitude, imprisonment or detention to which a soldier is sentenced by court-martial is mitigated, or commuted, or part thereof is remitted by the confirming officer under Section 57 (1) of the Army Act, the committing authority will enter such mitigation, commutation or remission on the committal warrant (*see* notes to Forms A, B, BB, C and D, described in Appendix III, Rules of Procedure, 1926).

(b) In every case in which a sentence of penal servitude, imprisonment or detention, which a soldier is undergoing, is mitigated, or commuted, or the residue or any part thereof is remitted by an authority under Section 57 (2), Army Act, such authority will be responsible for immediately forwarding direct to the governor of the prison or O.C. detention barrack, in which the soldier is undergoing sentence, formal notice of such mitigation, commutation or remission. Such notice will be affixed by the governor or O.C. detention barrack to the committal warrant and will not be subsequently removed. In cases where a soldier undergoing sentence has been moved outside the command in which he was convicted, the authorities in whose command the prison or detention barrack is situated will not exercise their powers under Section 57 (2) of the Army Act without reference to the G.O.C. the command in which the offender was convicted.

(c) When it is intended to remit the residue of a sentence, care will be taken that the sentence is remitted as from such a date as will admit of the actual release of the soldier from custody on the expiration of the reduced term of penal servitude, imprisonment, or detention, as the case may be.

(d) When a soldier under sentence earns, by good conduct, a remission under the Rules for Military Detention Barracks and Military Prisons, no order for release is required.

(e) In every case in which a sentence is completed, including a sentence of reduction in rank, and where any such sentence is submitted to competent authority, as provided in Section 57 of the Army Act and Rule 126 (B), Rules of Procedure, 1926, no mitigation, remission or commutation of punishment will be granted without reference to the court-martial proceedings. If the proceedings are not immediately available, the case should be submitted to the Under-Secretary of State, The War Office.

Release from Prison or Detention Barrack

705. An order for the release of a soldier confined in a prison or detention barrack under sentence of court-martial will not be required unless his release is desired before the termination of the sentence. A soldier released from a prison or detention barrack cannot be received over into military custody under the sentence which he has been undergoing. The competent military authority under Section 66 (8) of the Army Act may, by an order signed by him (Form H or I), cause a soldier under sentence to be released from a prison or detention barrack, but the order should not be made unless the residue of the sentence has been remitted by competent authority under Section 57 (2) of the Army Act, and the immediate liberation of the soldier is necessary. The order will be transmitted or delivered in such a manner as to enable the governor of the prison or commandant of the detention barrack to determine the authenticity of the order.

706. When a soldier is undergoing detention under award of his C.O., the C.O. of that soldier may, by an order signed by him (on Form J), cause the soldier to be released from the detention barrack or barrack detention room before the expiration of the award.

707. A soldier released from detention under para. **706** may be released from further confinement, or may be kept in confinement in the guard detention room until the expiration of the term of detention awarded, as may be ordered by the C.O. If released, the release will be held to include remission of the unexpired portion of the detention. If the release is made for the purpose of removal with his corps, or for embarkation, the soldier will be received into the custody of an escort.

708. A soldier released from prison, detention barrack, or barrack detention room at any hour will be confined to barracks, and be exempted from duty, on that day. The soldier will be so informed.

Escorts

709. The escort of a soldier will, as a rule, consist of one N.C.O. (not below the rank of corporal) and one private; if the soldier is to be conducted to his unit after surrendering himself a N.C.O. only is sufficient. In the latter case the conducting N.C.O. will take with him an order, signed by the C.O. of the unit, directing the deserter's temporary release from arrest, without prejudice to his re-arrest and confinement, which will be effected on arrival at his unit. When parties of two or more soldiers are to be removed from one station to another the number of private soldiers to form the escort need not in ordinary cases exceed half the number to be escorted. The escort, if passing through London, unless its journey would be delayed thereby, should report itself, on arrival, to the garrison serjeant-major, Central Recruiting Depot, Whitehall, S.W.

710. When the route of an escort lies through London, the escort will, when practicable, proceed on to its final destination. When, however, halting for the night in London is unavoidable, the party and its escort will be lodged in the Central Recruiting Depot, Whitehall, S.W.; and the N.C.O. in charge will report himself there to the garrison serjeant-major. Leave to N.C.Os. and men composing an escort passing through London can be granted only by the G.O.C., London District.

711. Covered conveyance for a soldier proceeding to prison should in all cases be provided. A soldier proceeding to a detention barrack should be marched, unless, in the opinion of the C.O., exceptional circumstances render the provision of a conveyance necessary. An ambulance wagon of the R.A.S.C. should, when available, be employed for these services, otherwise a conveyance may be hired.

712. An escort is answerable for the safety of a soldier entrusted to its charge, and will be provided with handcuffs from the regimental stores for use if necessary. If a C.O. considers it necessary that a soldier should be handcuffed in any special case, he will give orders accordingly. When it is necessary to handcuff a soldier, dressed in uniform or plain clothes, a covered conveyance will be provided as directed above. A soldier should never be marched handcuffed in military custody through a public thoroughfare, unless such a course is absolutely unavoidable.

713. (*a*) A soldier on completion of his imprisonment or detention will be conducted to the railway station under local arragnements and furnished with detailed instructions, in writing, as to his journey and to whom he will report on arrival at his destination. No conducting N.C.O. will travel with him.

(*b*) Where the soldier's unit is in the same station as the detention barracks, he will be ordered to report to his unit on release from detention barracks without a conducting N.C.O.

Calculation of Expiration of Sentence

714. The rule for calculating the date on which a sentence expires, unless a remission of any portion has been earned by good conduct under the Rules for Military Detention Barracks and Military Prisons, will be apparent from the following examples:—

(i) A sentence of eight months' imprisonment or detention awarded on 30th September expires on the following 29th May. If awarded on 1st October it expires on 31st May.

(ii) A sentence of nine months' imprisonment or detention awarded on 29th, 30th, or 31st May, expires on the last day of the following February, except in Leap Year, when a sentence awarded on 29th May would expire on 28th February.

4.—MILITARY PRISONS, DETENTION BARRACKS, AND BARRACK DETENTION ROOMS

General Instructions

715. (*a*) Detention barracks and military prisons established at home and abroad (except India) under the Army Act, are under the control of the Army Council. Orders in connection with inspections, discipline, interior economy, and military training will be issued under authority of the Council.

(*b*) Orders for the administration of detention barracks and military prisons are laid down in Rules for Military Detention Barracks and Military Prisons.

(*c*) Sentences of imprisonment, except for offences under Sections 17 and 18 (4) and (5) of the Army Act, or for any offences of a similar character under Section 41, will be served in the nearest military prison except as stated in para. **682**. Sentences of detention of over 168 hours will be served in a detention barrack. Except as stated in para. **680** (ii) sentences of detention up to 168 hours will be served in a branch detention barrack or in a detention barrack, whichever may be nearest to the station from which the offender is committed.

(*d*) Barrack detention rooms will be governed by the Rules for the Management of Barrack Detention Rooms, and will be under the control of the O.C. the unit to which the rooms are appropriated.

(*e*) Barrack detention rooms will be inspected periodically under orders from the War Office to ensure that they are maintained in accordance with the system carried out at detention barracks in so far as it applies.

716. A soldier committed to detention barracks will be clothed and equipped as under:—

(i) If there is no question of discharge from the Army during detention, he will take with him all articles of personal clothing and necessaries in accordance with instructions laid down in Clothing Regulations, Part I.

He will also take with him equipment complete, but not arms.

(ii) If discharge has been approved or is being applied for, or if there is any uncertainty in regard to discharge, he will take with him only the articles of clothing and necessaries specified in Clothing Regulations, Part I.

He will not take arms or any articles of equipment.

Kit inventories of soldiers so committed will be endorsed "Discharge is under consideration," "Discharge has been applied for," or "Discharge contemplated," and signed by the O.C.

Commandants of detention barracks will hold on inventory charge articles of clothing and necessaries as detailed in Clothing Regulations, Part I, for issue as required, under the conditions specified in the above regulations.

717. A soldier sentenced to a term of imprisonment or detention exceeding the period authorized to be carried out in the available branch detention barrack may nevertheless be committed to such detention barrack or to a barrack detention room pending removal to a prison or to another detention barrack.

718. A detention barrack, branch detention barrack or barrack detention room may be used for the safe custody of a soldier who has been remanded for trial by court-martial, or who has been tried and is awaiting the promulgation of the finding and sentence of a court-martial, whenever there is accommodation and arrangements can be made for his being supplied with the ordinary rations and messing of a soldier during such detention. The commitment will be made on Form R. He should be allowed to take exercise during a reasonable portion of each day, and be kept apart from soldiers undergoing sentence. He will not be obliged to work otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those he might be called on to perform if not under detention. As such a man will not receive the ordinary detention barrack diet he will be shown separately in the detention barrack provision accounts.

719. Before the commitment of a soldier to prison or detention barrack under sentence of court-martial, authority for his release from safe custody as described above will be given on Form S. For the purpose of promulgation of the finding and sentence of the court, a soldier will be removed to his corps when the latter is not inconveniently distant.

720. (*a*) A room in a detention barrack or military prison or a barrack detention room will not be occupied until it has been certified under authority of the Under-Secretary of State, The War Office, to be of such a size, and to be ventilated, warmed, and fitted up in such a manner, as may be necessary for the health of the occupants. The C.O. of a unit will be informed, on his arrival at a station, as to the detention rooms

which are fit for occupation. The O.C. a station will ascertain, before permitting soldiers to be committed to a detention barrack, that the foregoing regulations have been complied with.

(*b*) At a station abroad, the duty of ascertaining the state of the barrack detention rooms will devolve on a military staff officer, assisted by an officer of the R.E. and an officer of the R.A.M.C. The fitness of these rooms for occupation will be certified by the staff officer to the O.C. the station. A report showing particulars of the building, and size, height, cubic space, &c., of the rooms will be forwarded by the O.C. station to the Under-Secretary of State, The War Office, for information.

721. (*a*) A soldier will be committed to, or released from a military prison, detention barrack, branch detention barrack or barrack detention room after the regular dinner hour, and before 3.45 p.m. At home the normal hour for release from a detention barrack, branch detention barrack, or barrack detention room will be 2 p.m.

(*b*) No soldier will be admitted to a detention barrack on a Sunday, Christmas Day, or Good Friday.

722. Any superfluous article in the possession of a soldier who will return to his unit after the completion of his sentence will be taken from him before he is sent to a detention barrack, and restored to him upon his return to duty. Any money in possession of the soldier will also be taken from him and will be credited to his account. A receipt for the money so taken will be given to him.

723. Before admission to a detention barrack, branch detention barrack or barrack detention room, a soldier will be examined by a medical officer, who will furnish a certificate as to his state of health, and report any disability likely to interfere with the execution of the punishment awarded.

724. Branch detention barracks and barrack detention rooms will be inspected, and each occupant visited daily, by an orderly officer of the garrison, and by a medical officer who is to be named periodically in orders for that duty. These officers will send daily reports of such inspections to the O.C. the garrison.

725. (*a*) The warrant officer or N.C.O. in charge of a branch detention barrack or barrack detention room will ascertain, before receiving a soldier into custody, that he has been committed by proper authority, and will receive all such soldiers to the extent of the accommodation available. He will also release a soldier before the expiration of his sentence when required to do so by competent military authority, but he will be careful that the releasing order bears the signature of the proper officer.

(*b*) He will report daily to the staff officer of the garrison the number of vacant detention rooms. He will be allowed, as assistants, such a number of soldiers as may be deemed necessary, and a private soldier as cook. A C.O., before committing a soldier to the branch detention barrack, will ascertain whether he can be received into that barrack.

726. The barrack detention rooms will be placed under the charge of the regimental provost-serjeant, who will be allowed such assistance as may be deemed necessary, and a private soldier as cook.

727. When the strength of a detachment is under one squadron or two companies, the barrack detention rooms will be placed under the charge of the N.C.O. commanding the barrack-guard, who will perform the duties in connection with the rooms without remuneration.

728. When it is necessary to confine in a barrack detention room a soldier of another unit, such soldier will be attached to and provided with subsistence by the unit to which the rooms are appropriated.

Garrison Police; War Department Constabulary

729. (*a*) The garrison provost-serjeant will perform such garrison duties as may be directed by the O.C. He will, subject to any garrison orders, visit canteens, repress irregularities, and clear the barracks and military premises of loose and disorderly characters. He will at all times avoid coming into personal collision with soldiers.

(*b*) He will be assisted in his duties by the garrison police composed of such number of soldiers as may be deemed necessary by the O.C.

(*c*) The garrison provost-serjeant and the garrison police will, for discipline, be placed under the command of a staff officer serving at the station.

730. At stations where there are detachments of the War Department Constabulary separate instructions for their local duties and command will be issued by the Commandant, War Department Constabulary, at the War Office.

Regimental Provost-Serjeants

731. The duties of the regimental provost-serjeant and regimental police are similar to those of the garrison provost-serjeant and garrison police, but will be confined generally to maintaining order in their own barracks and unit. They have authority, however, to quell all disturbances in the garrison, and may, if occasion arises, apprehend an offender of any unit.

732. The regimental provost-serjeant will be assisted in maintaining order and regularity in barracks or camp by the regimental police, who will be placed under him. Their number will vary according to circumstances, but will never exceed six.

5.—COURTS OF INQUIRY, COMMITTEES AND BOARDS

Composition and Duties

733. (*a*) A court of inquiry, committee or board may be assembled by the Army Council, or by an officer in command to assist in arriving at a correct conclusion on any subject on which it may be expedient for them to be thoroughly informed; it may be required to give an opinion on any point, but when the inquiry affects the character or military reputation of an officer or soldier full opportunity must be afforded to the officer or soldier of being present throughout the inquiry. A court of inquiry may consist of any number of members, its composition being determined by the convening officer according to the circumstances under which it is assembled: Three members, the senior acting as president, will in ordinary cases be sufficient. Attention is particularly drawn to the regulations for courts of inquiry contained in Rule of Procedure 124.

(*b*) Unless the exigencies of the service render it absolutely necessary, district, garrison, or regimental courts of inquiry and boards should not be held during those hours which are devoted to parades or other instruction of the soldier.

734. (*a*) Committees and boards differ only from courts of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for courts of inquiry, but are in no way bound by them.

(*b*) All proceedings of courts of inquiry, committees, and boards for which special forms are not provided, will be written on A.F. A 2.

735. The hour for the assembly of boards or courts of inquiry in hospital will be arranged between Os.C. units and the O.C. hospital.

736. The officer assembling a court of inquiry, committee, or board, will appoint a president by name, or failing such appointment, the senior member will preside. When the convening officer has so appointed a president, no officer senior in rank to the president will be appointed to serve as a member of the court of inquiry, committee, or board.

Losses of Stores, Animals and Cash

737. (*a*) When stores, equipment, clothing, or supplies of any kind belonging to the public are lost, stolen, destroyed, or damaged, or when a deficiency is discovered on any store account, or when an animal is lost or dies either from injury (otherwise than on active service) or from illness which the veterinary officer is unable to certify as natural, or has been destroyed as incurably injured, or when damage is caused to structures, &c., the amount of the loss, *i.e.*, the value of the stores lost, stolen, destroyed, or deficient, the cost of making good damages, or the value at the time of loss of any buildings destroyed, will be ascertained. The value of stores deficient on a store account means the sum total of the values of the stores deficient on individual headings of account, without any abatement in respect of stores which may be surplus on other headings of accounts.

(*b*) The store or other account concerned will at once be provisionally adjusted by a certificate issue voucher, briefly endorsed to show the circumstances of the loss and the action taken for investigation. The authority for the write-off will be attached to the certificate voucher; if the account has been rendered for audit before a decision has been arrived at, the authority will be forwarded to the local auditor or to the Under-Secretary of State, The War Office, for attachment. In cases where the loss is wholly or partly made good by a cash payment, a voucher signed by the paymaster in whose account credit is given to the public should be attached, or forwarded for attachment, to the certificate voucher.

(*c*) Losses or deficiencies of cash will be dealt with under Appendix IV. All losses of any kind which may be supposed to be due to theft should at once be reported to the civil and military police for investigation.

738. (*a*) In the case of losses of animals, enquiry into the circumstances will be made and a report furnished to the G.O.C., who will decide whether the case need be further investigated by a court of inquiry. A veterinary officer will be a member of any such court, and the opinion of the court will be recorded in the veterinary history sheet. In the

case of other losses, when the amount of the loss (including the cost of structural repairs) exceeds £50, the matter will at once be reported to the G.O.C., and will be investigated by a court of inquiry, to be composed (if possible) of officers not belonging to the unit or department concerned. When the amount does not exceed £50, the superior officer of the individual responsible will (except as provided in para. **1299**) make a full inquiry into the circumstances, convening a court of inquiry, as in para. **733**, if deemed necessary. If he cannot dispose of the case regimentally under the regulations, he will report thereon to the G.O.C.

(*b*) When the G.O.C. is empowered to deal with the case under Appendix IV., he may dispose of it accordingly, either by allowing the individual responsible to pay the whole or part of the loss, or by giving authority to write it off.

(*c*) When the G.O.C. is not empowered to deal with the case under Appendix IV., and the loss is due to neglect of duty, or to any other offence under the Army Act, he will, in the case of an officer, apply to the Under-Secretary of State, The War Office, for instructions, and in other cases either convene a court-martial or apply to the Under-Secretary of State, The War Office, for authority to allow the individual responsible to pay the whole or part of the loss, instead of being tried by court-martial, or of being removed from his appointment or from the service. If the loss is not due to an offence under the Army Act, or if a satisfactory explanation is forthcoming, the G.O.C. will submit the case to the Under-Secretary of State, The War Office, with his recommendations. (As regards liability in case of fire caused by negligence, *see* para. **1298**.)

(*d*) Deficiences in money or supplies, the property of a regimental institute, will be dealt with under the above provisions, except that no portion of the loss will be borne by the public.

739. (*a*) When any loss or damage is believed to have been occasioned by an officer or soldier on duty to any company, corporation or person, and it appears probable that such loss or damage will lead to a claim for compensation against the public, the C.O. of the officer or soldier will at once report the matter to the G.O.C., who will cause the matter to be investigated forthwith by a court of inquiry, except as provided in sub-para. (*d*), composed, as far as possible, of officers not belonging to the same unit as the officer or soldier in question.

(*b*) Such court will inquire generally into the circumstances of the case, and in particular report:—

(i) The amount of the loss or damage.

(ii) Whether the officer or soldier was on duty when the loss or damage was alleged to have been occasioned.

(iii) Whether the loss or damage was occasioned by any wrongful act or negligence on the part of the officer or soldier.

(*c*) At any court of inquiry held under this regulation full opportunity must be afforded to the officer or soldier concerned of being present throughout the inquiry, of making any statement, and of giving any evidence he may wish to make or give, and cross-examining any witnesses and producing witnesses in his defence.

(*d*) If it is decided to convene a court-martial in connection with the case, or if the damage to person or property appears unlikely to involve

the public in a loss exceeding that with which he is empowered to deal under Appendix IV, the G.O.C. will exercise his discretion as to whether a court of inquiry be held or not.

Explosions, Accidents and Injuries

740. (*a*) Should an explosion, ignition or accident of an explosive nature occur in a magazine, cartridge store or other place where Government explosives are stored, or during the firing of a gun, &c., or with any kind of grenade, bomb, explosive, ammunition or firework, involving severe injuries to personnel or extensive damage to matériel at home, the O.C. will notify the occurrence, by telegram, direct to (i) the G.O.C. of the command, (ii) the Director of Artillery, (iii) the Director of Ordnance Services (when the stores, &c., are in R.A.O.C. charge only), (iv) the Chief Inspector, Woolwich, and (v) in cases where machine guns or other small arms are concerned, the Chief Inspector of Small Arms, Enfield Lock.

(*b*) In the event of the explosion, &c., not involving injury to personnel or extensive damage to matériel, the O.C. will notify the occurrence direct to the Chief Inspector, Woolwich, and, in cases where R.A.O.C. units are concerned, also to the D.O.S , and in cases where machine guns or other small arms are concerned, to the Chief Inspector of Small Arms, Enfield Lock.

(*c*) Where the explosion, &c., is due to the firing of a fuze, grenade, tube or other ammunition of a mechanical nature, whether separate or with assembled ammunition, the whole or recovered portion of the mechanism and fragments of shell, &c., must not be broken down locally, but must be set aside, together with samples, if any are in store, of ammunition of the same nature, lot number or design and date of filling, pending investigation by the Chief Inspector, Woolwich. The instructions in this sub-para. will apply also in the case of explosions, &c., at stations abroad.

(*d*) If a court of inquiry is ordered to assemble to investigate the occurrence, the time and place of assembly will also be notified to the Chief Inspector, Woolwich, who will, if he considers it necessary, direct an officer of the inspection staff to attend such court.

741. (*a*) When an officer or a soldier, whether on or off duty, is maimed, mutilated or otherwise injured (except by wounds received in action) a certificate on A.F. B 117 will be forwarded by the medical officer in charge of the case to the officer's or man's C.O. as soon as possible after the date on which the patient has been placed on the sick list whether in quarters or in hospital.

(*b*) If the medical officer certifies that the injury is of a trivial character, unlikely to cause permanent ill-effects, no court of inquiry need be held, unless considered necessary under sub-para. (*c*) (ii), (iii) and (iv), when A.F. B 117 will, in the case of an officer, be forwarded through the prescribed channel to the Under-Secretary of State, The War Office, a copy being retained at command or other headquarters. In the case of a soldier A.F. B 117 will be forwarded to the officer i/c records for custody with the original attestation after the necessary entry, stating whether he was on duty and whether he was to blame, has been made in the medical history sheet (A.F. B 178).

(*c*) In the following cases a court of inquiry will be assembled to investigate the circumstances:—

(i) If the injury is fatal (unless an inquest is held) or certified by the medical officer to be of a serious nature.

(ii) If, in the opinion of the C.O., doubt exists as to the cause of the injury.

(iii) If, in the opinion of the C.O., doubt exists as to whether the officer or soldier was on or off duty at the time he received the injury.

(iv) If, for any reason, it is desirable thoroughly to investigate the causes of the injury.

(*d*) When no evidence as to the circumstances attending the injury beyond that of the injured officer or soldier is forthcoming, it should be so stated in the proceedings. The court will not give any opinion, but the officer's or soldier's C.O. will record his opinion on the evidence, stating whether the officer or soldier was on duty and whether he was to blame. The proceedings will then be sent to the brigade commander for confirmation. After confirmation the medical officer will, in the case of an officer, record his opinion in the proceedings as to the effect of the injury on the officer's service. The proceedings will then be forwarded by the C.O. through the prescribed channel to the Under-Secretary of State, The War Office, a copy being retained at command or other headquarters. In the case of a soldier a record will be made in the medical history sheet (A.F. B 178) by the C.O. that a court of inquiry has been held, and also as to whether the man was on duty and whether he was to blame. The medical history sheet will then be passed to the medical officer, who will record his opinion as to the effect of the injury on the man's service. The proceedings of the court of inquiry will finally be forwarded to the officer i/c records for enclosure with the soldier's original attestation (*see* para. **1616** (i)).

(*e*) When an officer or soldier, not on duty, is injured in any way by or through the fault of a civilian or civilians, and receives compensation from such civilian or civilians, in lieu of any further claim, this will be recorded in the proceedings of the court of inquiry (if held) or on A.F. B 117.

Illegal Absence

742. (*a*) A court of inquiry under Section 72 of the Army Act for the purpose of determining the illegal absence of a soldier will be held in all cases (except in cases of absconded recruits) at the expiration of 21 clear days from the date of absence, or as soon after as practicable, unless, before such court of inquiry has been assembled, it has come to the knowledge of the soldier's C.O. that the soldier has been apprehended or has surrendered. In that case no court of inquiry will be held, and the facts of the soldier's absence and the deficiency (if any) of his arms, &c., must be proved by oral evidence at any subsequent court-martial.

(*b*) Before declaring the deficiency of any arms, &c., a court of inquiry will satisfy itself by evidence that the absentee was, within a reasonable period of the date of absenting himself, in possession of the articles it finds to be

deficient. The court will record the values of the unexpired wear of all articles of Government property found to be deficient. A court of inquiry will not be held on a man of the Army Reserve, unless he was subject to military law, as described in Section 176 (5) of the Army Act, at the time of the commission of his offence.

Prisoners of War

743. (*a*) Whenever officers or soldiers are taken prisoners by an enemy a court of inquiry, under Rule of Procedure 124, will be assembled under local arrangements to inquire into the conduct of the senior officer or soldier of the party, and, if the G.O.C.-in-C. considers it desirable, into the conduct of any other officers or soldiers of the party.

(*b*) The court of inquiry will be held as soon as possible after the return of the prisoners.

(*c*) When in consequence of the evidence adduced before a court of inquiry an opinion adverse to the character or military reputation of any officer or soldier is formed by the officer who determines the case so inquired into, the adverse opinion is to be communicated to the officer or soldier against whom it has been given.

(*d*) The proceedings will be forwarded to the Under-Secretary of State, The War Office.

SECTION VIII.—TRAINING AND EDUCATION

1.—MILITARY TRAINING

Standards of Professional Efficiency

744. (*a*) The general conditions of eligibility for proficiency pay are laid down in the Pay Warrant.

(*b*) The standards of professional and educational proficiency necessary for the issue of proficiency pay to a soldier, otherwise eligible, are, in the case of a soldier enlisted before 26th October, 1925, that:—

(i) he has at least one year's service with the colours, excluding service as a boy;

(ii) he is certified by his C.O. to be in all respects a thoroughly trained and efficient soldier. (This qualification will include a satisfactory physical standard, and special qualifications according to the arm or branch to which the soldier belongs.)

(iii) he is in possession of a second-class certificate of education.

(*c*) In the case of a soldier enlisted or re-enlisted on or after 26th October, 1925, the standards of professional and educational proficiency necessary to qualify for educational proficiency pay are that:—

(i) he has completed his recruit's course of training.

(ii) he is in possession of a second-class certificate of education.

(iii) he is certified by his C.O. to be in all respects physically capable of performing the duties of his rank in the arm of the service to which he belongs.

(*d*) To qualify for the grant of military proficiency pay a soldier enlisted or re-enlisted on or after 26th October, 1925, must:—

(i) have at least one year's service (excluding service as a boy) with the colours.

(ii) be certified by his C.O. to be in all respects a thoroughly trained and efficient soldier. (This qualification will include a satisfactory physical standard and special qualifications according to the arm or branch to which the soldier belongs.)

745. A soldier enlisted before 26th October, 1925, who is qualified in every respect for proficiency pay, with the exception of the requisite educational certificate, and who subsequently obtains the certificate of education required, may be classified in Part II Orders by his C.O. as qualified for the grant of proficiency pay with effect from the date on the certificate. In a case of this nature the C.O. should certify that the soldier had attained the required standard of professional efficiency for the grant of the emolument from the concluding date of the educational examination.

746. (*a*) All soldiers who are eligible for proficiency pay or military proficiency pay will be examined by the C.O. on, or shortly before, 1st January and 1st July in each year; and the names of soldiers found to be qualified for the grant will be published in Part II Orders at the earliest possible moment after such examination. With the exception stated below, proficiency pay or military proficiency pay will cease at the end

of each period ending 30th June and 31st December, and will recommence only from the date on which a soldier is shown in Part II Orders as having been reclassified as qualified for the grant.

(*b*) Soldiers already in receipt of proficiency pay or military proficiency pay who are posted from overseas to units at home for the purpose of transfer to the Army Reserve or discharge shortly before the date on which they are due to be reclassified for the emolument, and who are unable to be reclassified by their new C.Os. because they do not complete two months' service in their home units before discharge or transfer to the Army Reserve may continue in receipt of proficiency pay or military proficiency pay beyond the termination of their last classification period until they are discharged or transferred to the Army Reserve.

(*c*) Except in the cases provided for in para. **749** (*b*), (*c*) and (*d*), a soldier should not be classified or reclassified for proficiency pay whilst absent from his unit. In the case of long furlough or where the soldier is sick in hospital, if admitted from causes other than those mentioned in Article 945, Pay Warrant, 1926, the issue of the emolument will cease at the end of a period of six months from the date of the last classification. The soldier should be tested for proficiency pay as soon as possible after his return to the unit, when the award of proficiency pay may be made with an antedate to make the issue continuous, provided that the C.O. considers this course justified.

(*d*) Soldiers becoming eligible for proficiency pay or military proficiency pay for the first time will be examined by their C.Os. as soon as possible, and the names of such men as, in their opinion, are in every way qualified for proficiency pay or military proficiency pay will be included in Part II Orders. A re-enlisted soldier will not be reclassified for proficiency pay or military proficiency pay until he has completed two months' service in his new unit, when the arrangements for antedating the classification in para. **749** may be made. In the case of soldiers re-enlisting on or after 26th October, 1925, with at least one year's prior service, the grant of military proficiency pay may be antedated to the date from which the soldier can be certified to have been thoroughly trained and efficient.

(*e*) Soldiers in possession of a second-class certificate of education on re-enlistment on or after 26th October, 1925, may be granted educational proficiency pay with effect from the date of completion of recruit's course of training or from the date on which the C.O. certifies that further recruit training can be dispensed with.

(*f*) A C.O. will be held personally responsible for authorizing the grant of proficiency pay or military proficiency pay. It will be granted only in cases where the soldier shows energy and ability by becoming proficient in musketry, machine gunnery, signalling, range-taking or gun-laying, or by the acquisition of such other qualifications as may be required of a thoroughly trained soldier in the arm or branch to which he belongs.

747. As the grant and continuance of increments of pay after three years' service to soldiers enlisted or re-enlisted on or after 26th October, 1925, depend upon the grant and continuance of educational and military proficiency pay (*see* the Pay Warrant) the arrangements for initial classification for increments of pay should be made as for military proficiency pay under paras. **746** and **749**.

748. (*a*) A C.O. may withdraw proficiency pay and, in the case of soldiers enlisted or re-enlisted on or after 26th October, 1925, military

proficiency pay and the increment of pay admissible after three years' service in the rank of private or equivalent rank, if, in his opinion, the soldier falls below the requisite standard, and may restore it if the soldier subsequently re-attains the standard.

(*b*) The date of receipt or withdrawal will be that of the C.O's certificate, as published in Part II Orders.

(*c*) In cases in which more than one month has been allowed to elapse between the date of classification for proficiency pay and the date of the Part II Order, War Office authority must be obtained before the soldier concerned may draw the pay for the period prior to the date of the Part II Order. Exceptions to this rule will be permitted only in the cases referred to in paras. **745**, **746** (sub-para. (*c*)), and **749**.

749. (*a*) In the case of transfer from one unit to another, where proficiency pay or military proficiency pay can be granted, or of posting from a unit to a depot, or *vice versa*, the soldier will continue in receipt of any proficiency pay or military proficiency pay which he may be drawing at the time of transfer for a period of six months from the date of last certificate. A soldier will not be certified by his C.O. as qualified for proficiency pay or military proficiency pay until he has completed two months' service in his new unit, but where proficiency pay or military proficiency pay has lapsed merely through transfer, the date of classification may be antedated so as to provide for the continuous issue of proficiency pay or military proficiency pay, provided that classification takes place within three months of joining the new unit.

(*b*) The classification for proficiency pay, educational proficiency pay or military proficiency pay, of soldiers employed on the staff of military schools* whom it is not possible to return to their own units for classification, will be carried out by the commandant of the school concerned, who will ensure that the classification is carried out strictly in accordance with existing regulations and instructions on this subject.

(*c*) In the case of students at military schools* where it is not practicable to interrupt instruction by returning students to their units for the purpose of classification, the commandant of the school concerned will, as far as it is possible for him to judge, forward his recommendations for the grant or otherwise of proficiency pay, educational proficiency pay or military proficiency pay, to the O.C. the man's unit, who will then proceed to classify the individual concerned according to the information available.

(*d*) In the case of soldiers employed away from their units (as batmen to staff officers, orderlies at brigade or divisional headquarters, &c.) to whom the preceding provisions do not apply:—

(i) If the soldier is employed at the same station as his unit, he will be classified or reclassified by the O.C. his unit.

* The Schools referred to are:—
Staff College, Camberley; Royal Military Academy; Royal Military College; Senior Officers' School; Small Arms School; Army School of Physical Training; Equitation School; School of Artillery; Coast Artillery School; School of A.A. Defence; School of Military Engineering; School of Electric Lighting; Royal Tank Corps Central Schools; Signal Training Centre; School of Education; School of Farriery; Experimental Station, Porton; School of Cookery; Royal Military School of Music; Military College of Science; Army vocational training centres; Boys Technical School; Mechanical Transport Courses, Aldershot; R.A.O.C. School of Instruction; and in addition the Allied Military Committee, Versailles.

(ii) If the soldier is not serving at the same station as his unit, he will be tested, where practicable, by the O.C. a unit of the arm of the service to which he belongs, at the station at which he is serving, with a view to his qualifications for proficiency pay, educational proficiency pay, or military proficiency pay being ascertained. The O.C. the unit conducting the test will notify the O.C. the soldier's unit of the result.

(iii) Where the course in sub-para. (ii) is impracticable, when the soldier becomes due for classification or reclassification, the officer under whom he is serving will submit to the G.O.C. the command or district a recommendation and certificate stating whether or not, in his opinion, the soldier fulfils all requirements for the grant of the emolument. The G.O.C. will then make arrangements in the command or district for testing the soldier to ascertain his qualifications for proficiency pay, educational proficiency pay, or military proficiency pay, or if, owing to expense, difficulty of obtaining a relief, &c., reasonable arrangements for the test cannot be made he may authorize a unit test to be dispensed with. In either event the officer under whom the soldier is serving will notify the O.C. the soldier's unit of the decision.

The normal standard of qualifications will be required in all the above cases.

(*c*) The award, renewal or withdrawal of proficiency pay will in all cases be shown in Part II Orders of the unit concerned.

750. (*a*) C.Os. will render a return to the G.O.C-in-C. on A.F. O 5126 by 6th January and 6th July each year, through the usual military channels, showing what percentage of the soldiers enlisted before 26th October, 1925, serving under their command and eligible for proficiency pay, were in receipt thereof on 1st January or 1st July immediately preceding.

(*b*) C.Os. will also render to G.Os.C.-in-C. on A.F. O 5126, by 6th January and 6th July in each year, through the usual military channels, a return showing (i) as regards soldiers under their command who enlisted or re-enlisted on or after 26th October, 1925, and who have completed their recruit's course and are in receipt of normal rates of pay, the percentage in receipt of educational proficiency pay; and (ii) as regards such soldiers who have completed 12 months' colour service, the percentage who are in receipt of military proficiency pay.

(*c*) A summary of the above returns in tabular form will be prepared for each command and forwarded by the G.O.C.-in-C. to the Under-Secretary of State, the War Office.

751. Inspections will be made from time to time under the instructions of the G.O.C.-in-C. to ensure that the general standards for the grant of proficiency pay and military proficiency pay are maintained at a uniform and proper level.

Recruits

752. (*a*) The D.D.M.S. will arrange for the frequent examination of the recruits of all corps stationed in the command. He will satisfy himself that special care is bestowed upon the health of the recruits

under training and that the physical training courses are carried out without the men being subjected to undue physical strain.

(*b*) On enlistment, all boys will undergo a course of physical training of two attendences each week, under qualified instructors, until they attain the age of 18 years.

753. During the course of physical training, recruits will be under the surveillance of the medical officer in charge of the troops and will be specially paraded before him at his inspections. He will bring to notice any backward recruits for whom a repetition of any portion of the recruit's course appears necessary, or who, at the termination of the course, are likely to profit by further depot training.

754. On enlistment, recruits will be despatched to units in accordance with Recruiting Regulations, and will carry out the recruit's course of training for the period laid down for their respective regiments or corps in the training manuals or in the standing orders of the regiment or corps.

755. (*a*) On the completion of the recruit's course of training, recruits will normally be posted to home units.

(*b*) Only in very exceptional circumstances, and then only after reference to the Under-Secretary of State, The War Office, will the periods of training laid down for the various arms or branches of the service be decreased for the purpose of including recruits in a particular batch.

(*c*) A.Fs. B 193, B 266 and B 2091 will be forwarded with each batch of recruits proceeding from a depot to join a home service unit.

(*d*) A.Fs. B 193, B 266 (and B 171 in the case of R. Signals only) will accompany all recruits posted from one unit to another.

756. For the purpose of studying the system of training and bringing to the notice of the commandants of depots any points which they think require consideration in the training and efficiency of the recruits sent from depots to units, the undermentioned officers will make visits as follows:—

(i) The C.O.* of a battalion of infantry stationed at home will visit the regimental depot of his unit three times yearly.

(ii) C.R.As. of regular divisions, colonels, R.A. at headquarters of commands and lieutenant-colonels commanding brigades and coast defences at home will visit the Depot, R.A., Woolwich, once a year.

(iii) The C.Es. of all home commands, C.R.Es. of regular divisions at home, the Commandant, Railway Training Centre, R.E., and the Os.C., 1st A.A. Searchlight Battalion, R.E., R.E. Mounted Depot and 1st Field Squadron, R.E., will visit the R.E. Depot, Chatham, once a year.

(iv) The C.S.Os., Aldershot, Eastern and Southern Commands, and C.Os. of regular divisional signals, will visit the Signal Training Centre once a year.

(v) The C.O. of a tank battalion and the C.O. of an armoured car company at home will visit the Royal Tank Corps Depot once a year.

(vi) The D.Ds.M.S., Aldershot, Eastern and Southern Commands, will visit the R.A.M.C. Depot once a year.

* If he considers it desirable, a C.O. may delegate his second in command to perform one visit yearly in his stead.

Educational Training

757. Educational training forms an integral part of the training of a soldier, for which a C.O. is held responsible. The principle and methods of instruction, and also the allocation of duties between regimental and A.E.C. personnel, are laid down in Educational Training.

758. In cavalry regiments, artillery brigades, and infantry and tank battalions, an officer entitled "Regimental Educational Officer" will be specially detailed to assist the C.O. in the administration of the educational training of the unit. He will not receive extra pay for this duty.

759. Cavalry regiments, artillery brigades, infantry and tank battalions and armoured car companies will maintain N.C.Os. who have qualified at an army school of education in the proportion of at least one for each company, &c. A suitable number of these trained N.C.Os., according to the number of men under instruction, will be struck off all duties which would interfere with their educational training duty for such a period as will ensure the maintenance of continuity of instruction. N.C.Os. from the R.E., R. Signals, R.A.S.C., R.A.M.C. and R.A.O.C. will be trained at an army school of education and employed on educational training as they can be made available.

760. Educational training instructors will be appointed at depots in accordance with the numbers laid down in Peace Establishments.

Defence Electric Lights

*761. (*a*) Instructions regarding the training of electric light personnel are contained in Engineer Training, and regarding training in the tactical control of electric lights in Coast Artillery Training, Vol I.

(*b*) General and other officers commanding at home and abroad who are responsible for the training of the troops allotted to coast defences will report annually in August through the usual channel to the Under-Secretary of State, The War Office, whether, in their personal opinion, the electric light defence is in a satisfactory condition and fully efficient, attaching to their reports a statement showing the dates on which combined training by the R.A. and R.E. took place, together with A.F. K 2408. A diary will be kept at the station, completed to date and in readiness for inspection at any time, recording the number of men employed daily, and stating in detail the work on which they are engaged.

Physical Training Instructors

762. (*a*) The following are the minimum numbers of qualified N.C.Os. not above the rank of serjeant who should be available to act as assistant instructors in units:—

Cavalry regiment	4
R.A., battery or company	1
R.A. Depot, Woolwich	9
R.E., training battalion	2
R.E. company	1

* This paragraph is in abeyance (except as regards the rendering of A. F. K 2408) pending the general re-organization of coast defences.

R. Signals, depot battalion	6
R. Signals, training battalion	2
R. Signals, "A" Corps Signals	3
R. Signals, divisional signals	3
R. Signals, cavalry divisional signals	1
Infantry depot	2
Infantry battalion	6
R. Tank Corps Depot	2
R. Tank Corps battalion	3
R. Tank Corps, armoured car company	1
R.A.S.C Depot	1
R.A.M.C Depot	4

(*b*) Facilities must be given for all N.C.Os. in possession of army physical training certificates to maintain their efficiency as instructors.

763. Appointments for attachment to the Army Physical Training Staff Establishment will be made by selection from the N.C.Os. of the Army by the Inspector of Physical Training. N.C.Os. thus appointed will continue to belong to the regiment or corps of the Regular Army from which they are detached, their records being maintained by the officer i/c records of such regiment or corps. They will be supernumerary to the strength of their regiment or corps.

764. Before appointment to the Army Physical Training Staff Establishment a candidate will undergo probation for six months, when a report will be made upon him by the officer under whom he is immediately serving, and by the Superintendent of Physical Training, to the Inspector of Physical Training. If the report is favourable, he will be confirmed in the appointment; if unfavourable, he will be returned to his former regiment or corps. If an instructor is appointed and subsequently found inefficient, he will be removed from his appointment, with the concurrence of the Inspector of Physical Training. If a reduction in rank is involved, the case will be referred to the Under-Secretary of State, The War Office, by the Inspector of Physical Training, through the officer i/c records concerned.

765. The appointment of duly certified N.C.Os. to vacancies among the paid assistant instructors in the several gymnasia will be made by the G.O.C.-in-C. on the recommendation of his Superintendent of Physical Training. An assistant instructor employed in the physical training of recruits in gymnasia will not be changed more frequently than is absolutely necessary. Notification of the necessity for the relief of a N.C.O. so employed will be sent to the Superintendent of Physical Training in sufficient time to enable arrangements to be made. The conditions governing the issue of additional pay to assistant instructors are laid down in the Pay Warrant.

Assistant Instructors in Gunnery

766. (*a*) Assistant instructors in gunnery will be of the rank of warrant officer, Class I (sergeant-major), warrant officer, Class II (quartermaster-sergeant and battery sergeant-major), or battery quartermaster-sergeant in the proportion laid down in estimates.

Experimental Establishments

767. (*a*) Certain of the R.A. experimental staff (staff serjeants and above) will be of the rank of warrant officer, Class I (experimental serjeant-major), warrant officer, Class II (experimental quartermaster-serjeant and battery serjeant-major, experimental) or experimental staff-serjeant, in the proportion laid down in establishments.

(*b*) The selection for appointment to the above staff will be made from assistant instructors in gunnery (*see* para. **766** (*f*)). If confirmed in an experimental appointment, an assistant instructor in gunnery will be placed on the promotion roster of the combined experimental staffs (*see* para. **266**). He will not in any circumstances return to regimental duty in a rank higher than serjeant with seniority from the date of conclusion of his gunnery staff course or with his previous regimental seniority whichever is the more advantageous to him.

Signalling

768. In each of the undermentioned corps the following proportion of officers and N.C.Os. who have qualified at the School of Signals or an army signal school in India, will be appointed as instructors and assistant instructors:—

Cavalry	One officer and one serjeant to each regiment.
R.A.	One officer to each brigade, and one N.C.O. below the rank of serjeant to each battery.
Heavy Artillery, including Royal Malta Artillery	One officer to each lieutenant-colonel's command, and one N.C.O. below the rank of serjeant to each battery.
Infantry	One officer and one serjeant to each battalion.
R. Tank Corps	One N.C.O. below the rank of serjeant to each tank battalion and armoured car company.

769. C.Os. are responsible for ensuring that the number of signallers trained each year is the number necessary to maintain peace establishments, with an addition of 100 per cent. in infantry and cavalry units and 60 per cent. in artillery units. These additional numbers are necessary to ensure that trained signallers are available from the reserve on mobilization.

Sketching and Reconnaissance

770. Instructions for training officers and N.C.Os. in field sketching, reconnaissance, &c., will be found in the Manual of Map Reading and Field Sketching, and in the training manuals of the various arms.

771. A G.O.C.-in-C. should give every facility to officers and other ranks who may be able and willing to make military sketches of any unmapped portion of the command, or to prepare reconnaissances or road reports within its limits. Work of this kind will not be undertaken without the approval of the G.O.C.-in-C., through whom it will

have just completed such a tour, G.Os.C. will ensure that such units are given special facilities for sending additional officers and other ranks to schools of instruction.

786. (*a*) A limited number of vacancies at the various schools of instruction will be allotted annually from the War Office for officers and other ranks serving at stations abroad. G.Os.C. will select candidates within the numbers allotted to their commands, subject to the following conditions:—

(i) Officers and other ranks will not be eligible for selection if serving on a three-year tour of foreign service under para. **1084**, or in other cases if belonging to units which are within one year of embarkation from home stations or one year of expected return thereto. In any event, an officer selected must have served at least two years abroad during his current tour of foreign service.

(ii) The number of officers and other ranks selected for courses will be restricted to those necessary in the interests of the service to qualify as instructors in their units.

(*b*) In reporting the names of officers selected, G.Os.C. will certify that the above conditions are fulfilled, and will mention the number of trained instructors available in the unit.

787. Officers and other ranks selected as above, within the allotment notified from the War Office, will, as a rule, only be sent home by transport, and on completion of instruction will return in like manner. In exceptional cases, however, when no passages by transport are available, packet passages may be provided for officers and other ranks, authority from the War Office being first obtained for packet passages homewards. If an officer is granted leave on the termination of a course and thereby misses an opportunity for transport passage, he will be required to return to his station at his own expense.

788. (*a*) A limited number of vacancies at each school is reserved at the War Office for officers who may be at home on leave from abroad. Attendance at a course while on leave will confer no claim to return passage at the public expense.

(*b*) An officer on leave from abroad desiring to attend a course will apply direct to the Under-Secretary of State, The War Office, who will consider his application with those of other officers similarly situated. An officer will be permitted to attend a course only if he has obtained the written consent of his C.O. and also provided that his period of leave covers the duration of the course and the time required to rejoin his unit on its completion.

(*c*) An O.C. a unit abroad will take advantage of the opportunity afforded by officers and soldiers going home on leave or furlough to apply to send them to courses.

789. The attendance of officers of British units serving on the Indian Establishment will be subject to the condition that no expense to British army funds is incurred thereby. Applications should be submitted to the Secretary, Military Department, India Office, Whitehall, S.W.1.

790. Instructions regarding the attendance or the attachment to regular forces of officers and soldiers of the T.A. and Supplementary Reserve at schools are contained in Territorial Army Regulations Supplementary Reserve Regulations respectively.

(*b*) The regulations for the Staff College, Quetta are, as far as possible, similar to those for the Staff College, Camberley, the only alterations being those necessitated by local conditions. They are obtainable on application to the Chief of the General Staff, Army Headquarters, India, or to the Director of Staff Duties, The War Office.

796. The course lasts two years. The number of vacancies to be filled by competition and by nomination will be notified each year in Army Orders and India Army Orders. A limited number of officers of the permanent forces of the dominions, selected by their governments, will be permitted to undergo the course at either college.

797. (*a*) The fact that a staff college is established in India does not preclude officers either of the British Service on the Indian establishment or of the Indian Army from being eligible for admission to the Staff College, Camberley, under the regulations which govern admission to that college.

(*b*) For an officer of the British Service to be eligible to compete for the Staff College, Quetta, he must be borne on the Indian establishment on the date of the commencement of the examination.

798. The entrance examination for both colleges is identical. It is held on the last Tuesday of the February preceding the date of beginning of the course. So far as the exigencies of the service admit, there is no limit to the numbers allowed to attend the examination. Candidates must specify for which college they are competing before they are permitted to attend the examination. A candidate who is serving at home, or who is on leave at home from India or a station abroad, will be examined in London. A candidate serving abroad will be examined at the nearest convenient station.

799. (*a*) An officer will not be allowed to sit for the Staff College examination until his name has been on the selected list for a period of two years* prior to the date of beginning of the examination.

(*b*) A company officer of the Royal Military Academy or Royal Military College, or an officer holding an appointment on the staff of a T.A. formation, or an adjutant in the Channel Islands Militia, T.A., Supplementary Reserve, or Officers Training Corps, will not be allowed to attend an examination which might involve his joining the Staff College before completing two years in his appointment. Officers, however, who assume T.A. adjutancies between the end of January and the beginning of March may be permitted to sit for the Staff College examination in the following year.

800. (*a*) Application to attend the examination will be made on A.F. C 2112, detailed instructions for the completion of which are given in Appendix XII. This form will be forwarded through the usual channels so as to reach the War Office not later than 30th September preceding the examination.

(*b*) Regulations for the Army in India contain the rules which apply to officers serving in India.

(*c*) A candidate is personally responsible for ensuring that the form is completed in time, and should give ample notice through his C.O. of his wish to compete at an examination.

* For the examination to be held in 1928 and that in 1929, an officer's n have been on the selected list for a period of one year.

801. (*a*) The entrance examination will be superintended by boards consisting, if possible, of three field officers. In no case should the president be below that rank. At a station abroad, a G.O.C.-in-C. or G.O.C. (in India a district or brigade commander) will assemble the board. The examination will be conducted in accordance with the programme and detailed instructions issued.

(*b*) The names of successful candidates at the entrance examination and of those nominated will be published in Army Orders or India Army Orders, in the order of seniority of their regiments.

802. An officer who has been notified in India Army Orders as successful in the entrance examination for, or as nominated for, the Staff College, Quetta, who would be due, before completing his course, for removal from the Indian establishment, will be permitted to complete his course.

803. (*a*) A selected list will be kept by the officers mentioned in sub-para. (*d*) of those officers under their command who, in their opinion, are tactful and in every respect thoroughly good regimental officers; who possess professional ability, industry and power of command, and are above the average in at least one of these respects; who are by education and temperament suitable for training as staff officers, and likely to render, on the staff, services valuable to the Army and creditable to their regiments.

(*b*) An officer to be eligible to have his name placed on the selected list must have—

(i) completed four years' commissioned service. (Officers who obtain a commission from a university may reckon their service as from the antedate of their commission. Officers holding regular commissions will be allowed to reckon former commissioned service in the T.A., under active service conditions, to count towards the four years.);

(ii) passed in all subjects, exclusive of courses of instruction, for promotion to the rank of captain.

(*c*) An officer's name is recorded on the selected list by the fact being entered on his annual confidential report by his C.O. or immediate superior. The date on which the officer's name was placed on the list will also be recorded when the initial entry is made. When rendering the annual confidential report on an officer on the selected list, a C.O. will state in what respects he considers him to be above the average and otherwise suitable to be on the selected list.

In the case of an officer serving with his unit or corps

The C.O. of the regiment, battalion or equivalent is responsible for placing an officer's name on the selected list.

In the case of an officer serving away from his unit or corps

The immediate superior, under whom the officer is serving, is responsible for placing his name on the selected list. Whenever possible he must first consult with, and obtain a satisfactory report from, the O.C. the unit in which the officer was formerly serving.

In the case of officers seconded to the Royal Air Force in India

When it is not possible to obtain a report from the O.C. the unit in which the officer was formerly serving the officer may be placed on the

selected list by the Commander-in-Chief in India on the recommendation of the Royal Air Force commander under whom he is serving.

(*d*) The following will keep a list of officers under their command, whose names have been recorded on the selected list:—

G.Os.C.-in-C. and G.Os.C.
C.Os. of cavalry regiments.
C.Os. of artillery brigades.
C.R.As. (for non-brigaded batteries and units).
C.Es.
C.R.Es. (where not at command headquarters).
Os.C. air defence brigades.
C.S.Os. of commands.
C.Os. of battalions of regular infantry and pioneers.
Commandant, R. Tank Corps Centre (for the Central School and R. Tank Corps Depot).
C.Os. of tank battalions.
Commanders of groups of armoured cars, or if no group exists, the commanders of armoured car companies.
Commandants of educational and training establishments.
The Director-General of Ordnance Survey.
The War Office (for attached officers, officers of the R.A.S.C. and those seconded to the Officers Training Corps or the Royal Air Force).
Army Headquarters, India (for attached officers, officers of the I.A.S.C., or those seconded to the Royal Air Force who are on the Indian Establishment.)

(*e*) A return will be rendered by G.Os.C.-in-C. or G.Os.C. annually to the War Office or Army Headquarters, India, by 1st January, showing the names of any officers recommended to be entered on the lists kept by the latter.

(*f*) When a unit is transferred from the command of one G.O.C.-in-C. or G.O.C. to that of another, the O.C. the unit will furnish a copy of his list of selected officers to his new G.O.C.-in-C. or G.O.C. This list will also be rendered annually by 1st December.

(*g*) In the case of an individual officer being transferred from one command or unit to another, or to or from one of the educational or training establishments, his name, if on the selected list, will be similarly reported to the G.O.C.-in-C., G.O.C., O.C. unit or commandant of the educational or training establishment to whose command he is transferred.

(*h*) Once an officer's name has been placed on the selected list, those officers who report on him in his annual confidential report are responsible for satisfying themselves that he is in every way suitable for admission to the Staff College and likely to become an efficient staff officer. A G.O.C.-in-C. or G.O.C., therefore, will take every opportunity of making himself fully acquainted with all officers under his command who are on the selected list, and should particularly observe them during field operations.

(*i*) If the G.O.C.-in-C., G.O.C., or any of the above-mentioned officers considers that an officer is not up to the standard required for the Staff College, he will record the fact on the officer's annual confidential report, and the senior reporting officer will confirm whether his removed from the selected list or not.

804. G.Os.C.-in-C., G.Os.C. and Os. C. units to which officers, while at the Staff College, are attached for training with other arms and for staff duties, are responsible for ensuring that attached officers are given every facility to gain such a general knowledge of the tactical methods, administrative systems and interior economy of the branch of the service to which they are attached as is necessary to the efficient performance of staff duties. They will furnish reports on the conclusion of the period.

The Military College of Science

805. (*a*) *The Military College of Science is administered by the Director* of Artillery in the Department of the Master-General of the Ordnance, War Office.

(*b*) The functions of the college are:—The technical training of officers and soldiers in science as applied to artillery and mechanized traction, and in the use, care and preservation of artillery material and small arms, the instruction and trade testing of artificers to be employed upon such duties, and the education and training of apprentice tradesmen, &c.

(*c*) The scope of instruction includes:—

(i) Mathematics (pure and applied); ballistics and gunnery; physics; chemistry and chemistry of explosives; metallurgy; mechanical and electrical engineering;

(ii) Artillery material, including small arms and machine guns;

(iii) The theory and principles of range-finding and artillery instruments.

(iv) Driving, care and maintenance of mechanical vehicles.

(v) Fitting; smithing; wheeling and carpentering; saddle-tree making; and

(vi) Foundry work; repair of cycles; repair of artillery instruments, range-finders, &c.

806. (*a*) The principal courses at the Military College of Science are the following:—

(i) The Advanced Class Course.
(ii) The Advanced Mechanical Course.
(iii) The Small Arms Technical Short Course.
(iv) The Small Arms Technical Long Course.
(v) The Mechanical Transport Course for Officers R.A.
(vi) The Master Gunners' Course.
(vii) The Ordnance Officers Course.

(*b*) An officer who has successfully completed (*a*) (i) or (iv) will have the letters *p.a.c.* or *s.a.c.* respectively recorded after his name in the Army List, and will also be eligible for certain special appointments at the War Office and elsewhere. The fact that an officer has passed (*a*) (iii) will be taken into consideration in making selections for appointment as commander of a machine gun squadron or platoon.

(*c*) Details regarding the courses in (*a*) and other technical courses held at the Military College of Science for officers and other ranks will be found in the pamphlet entitled "Courses of Instruction" in which are also published general regulations for personnel selected to attend.

The Advanced Class.

807. (*a*) The Advanced Class consists of a course in science and artillery technique lasting two years and three months. It is open to all officers of

the Regular Army, Royal Marines, and permanent forces of the dominions subject to certain limitations.

(*b*) C.R.As. and C.Os. will keep a list of officers in their commands whom they recommend for the Advanced Class, and will take every opportunity of making themselves fully acquainted with such officers. They will report fully on these officers in furnishing their annual confidential reports.

(*c*) If an individual officer is transferred from one command or unit to another, his name, if on the selected list, should be communicated by the authority responsible for keeping the list to the C.R.A. or C.O. to whose command he is transferred.

(*d*) If a C.R.A. or C.O. considers that an officer on the selected list is not up to the required standard, he will take the necessary steps to have his name removed from the list, and will make a note to that effect in the officer's confidential report.

(*e*) Applications to attend the course must be accompanied by A.F. C 2113, instructions for the completion of which are given in Appendix XIII.

Royal Army Ordnance Corps School of Instruction

808. (*a*) The R.A.O.C. School of Instruction is administered by the Director of Ordnance Services in the Department of the Master-General of the Ordnance.

(*b*) The functions of the school are—

The training of officers, including officers of the T.A., and soldiers in all subjects appertaining to the duties of the corps, and the training of ordnance mechanical engineers on first appointment.

(*c*) Full details regarding the courses at this school are published in the pamphlet "Courses of Instruction."

Ordnance Officers' Course

809. (*a*) The Ordnance Officers' Course provides the qualification for officers desirous of entering the administrative branch of the R.A.O.C.

(*b*) This course is open to officers of the Army and Royal Marines who have not less than 4 years' service as regimental officers and are under 32 years of age. In addition, a limited number of officers of the Indian Ordnance Department and of the permanent forces of the dominions may be permitted to undergo the course.

(*c*) Applications to attend the Ordnance Officers' Course must reach the War Office through the usual channels by 1st July each year accompanied by A.F. C 2113 suitably amended.

810. (*a*) Candidates will be attached for one month to the A.D.O.S. of a command, who will report to command headquarters his opinion as to the suitability of the candidate to become an ordnance officer. The command headquarters will then report fully and individually on each candidate to the D.O.S., The War Office, who in consultation with the Director of Artillery as to the fitness of the candidate for the Military College of Science portion of the Ordnance Officers' Course, will carry out the final selection. Should there be more suitable candidates than there are vacancies on the course, the names of those not selected will be p on the waiting list for consideration for the next course.

(*b*) An officer who has passed the Ordnance Officers' Course will have the letter "*o*" recorded after his name in the Army List.

Royal Army Service Corps Training College

811. (*a*) The R.A.S.C. Training College is established primarily for the purpose of training officers and other ranks of the R.A.S.C. (Regular Army, T.A. and Supplementary Reserve) in supply and transport duties for peace and war, and barrack duties during peace.

(*b*) Refresher and other courses are held periodically in order to provide facilities for studying up-to-date methods of administration within the corps, as well as technical matters relating to mechanical transport.

(*c*) Before a subaltern of the R.A.S.C. is eligible for the issue of corps pay, or for promotion to the rank of captain, he must be in possession of the college certificate of proficiency.

(*d*) Short supply and transport courses are also held for a limited number of students of arms other than the R.A.S.C.

Army School of Cookery

812. The Army School of Cookery is administered by the Commandant R.A.S.C. Training College, and is established for the instruction of all ranks of the Regular Army and T.A. in the best and most economic use of the ration.

Royal Tank Corps Central Schools

813. (*a*) The R. Tank Corps Central Schools are designed to train officers and N.C.Os. of the R. Tank Corps as instructors in tank and armoured car gunnery, driving and maintenance, and to provide elementary training in the same subjects for officers on appointment to the corps.

(*b*) In addition, R. Tank Corps drafts detailed for service overseas are trained in armoured car driving and maintenance before embarkation.

The Equitation School, Weedon

814. (*a*) The objects of the school are:—

(i) to train officers and N.C.Os. as instructors and assistant instructors for all mounted branches of the Army, and to inculcate sound principles of horsemanship and horsemastership;

(ii) by means of senior officers' conferences to give opportunity to officers of all branches of the service to meet and discuss the system of training as carried out at the school.

(*b*) The C.O. of a cavalry regiment of the line stationed at home will visit the school once yearly for the purpose of studying the system of training in equitation given at the school.

815. The commandant will render to the Under-Secretary of State, The War Office, a confidential report on each officer attending the course. These reports should be initialled by the officers concerned and will be filed with their confidential reports.

816. (*a*) The commandant is responsible for the training of the officer, warrant officer and N.C.O. instructors in equitation for the Royal Military College, and for the Riding Establishment, R.A., Woolwich. He is also responsible, in conjunction with the commandants of the Royal Military College and Royal Military Academy, for the inspection of the cadets in equitation.

(*b*) He will recommend officers, warrant officers and N.C.Os. as instructors at the Royal Military College, and for the Riding Establishment, R.A., Woolwich, when required.

817. Qualification at the Cavalry School, India, is equivalent to qualification at the Equitation School at home.

School of Electric Lighting

818. The School of Electric Lighting, Gosport, is intended to train—

(*a*) R.E. officers in electric lighting (A.A. and coast defence);
(*b*) R.E. soldiers in electric lighting (A.A. and coast defence),
(*c*) R.E. soldiers as electricians, fitter-drivers, and for allied trades
(*d*) boys for technical corps in trades (according to requirements) other than artificers, R.A., armourer and armament artificers, R. Signals trades, and trades taught at the School of Military Engineering;
(*e*) permanent staff of R.E. (T.A. and Supplementary Reserve) units in electric lighting (A.A. and coast defence);
(*f*) officers of R.E. (T.A. and Supplementary Reserve) units in electric lighting (A.A and coast defence);
(*g*) soldiers of R.E. (T.A. and Supplementary Reserve) units in electric lighting (A.A. and coast defence).

School of Artillery

819. (*a*) The School of Artillery is established for general discussion by officers of all arms, of the tactical employment of artillery and for the instruction in practical gunnery of officers and N.C.Os. of horse, field, light, medium and heavy artillery units, and of officers and other ranks in field survey work as applicable to artillery.

(*b*) It provides instructors and assistant instructors for practice camps at home and on the Rhine.

Coast Artillery School

820. The Coast Artillery School is established for the instruction of all ranks in the work of coast defence artillery.

Gunnery Staff Course

821. (*a*) The gunnery staff course is intended to raise the standard of professional knowledge throughout the R.A., to train officers and N.C.Os. as instructors and assistant instructors in gunnery and to prepare officers for more advanced scientific training. N.C.Os. will not be accepted for the gunnery staff course if their regimental seniority is such

that they are likely to be promoted warrant officers, Class II, before the conclusion of the course. A gunnery staff course certificate will be a necessary qualification for the appointment of instructor or assistant instructor in gunnery and such other appointments as the Army Council may from time to time direct.

(*b*) Symbols as under will be recorded in the Army List against the names of those officers who obtain a qualifying certificate:—

(*a*) Gunnery Staff Course (without coast defence and anti-aircraft portions)	*g*
(*b*) Gunnery Staff Course (including coast defence but not anti-aircraft)	*g**
(*c*) Gunnery Staff Course (including anti-aircraft but not coast defence)	*g*†
(*d*) Gunnery Staff Course (including both coast defence and anti-aircraft portions)	*g**†

(*c*) The course will be of approximately one year's duration and will be carried out at the following establishments:—

(i) The Military College of Science.
(ii) The School of Artillery.
(iii) The School of Anti-aircraft Defence.
(iv) The Coast Artillery School.

(*d*) Further particulars are given in the pamphlet "Courses of Instruction" and in "Programme of Courses" (issued yearly).

(*e*) The commandants, Military College of Science, School of Anti-aircraft Defence and Coast Artillery School, will, on the completion of the portion of the course carried out at their respective establishments, forward to the Commandant, School of Artillery, individual reports on each officer attending the course. The instructions laid down in para. **210** will be observed in regard to these reports. As soon as possible after the completion of the course, the Commandant, School of Artillery, will forward to the Under-Secretary of State, The War Office, a list of the officers who are recommended for the award of a gunnery staff course certificate. The Under-Secretary of State, The War Office, will communicate this information direct to the officers concerned, and at the same time forward to them the certificates which have been awarded.

(*f*) The Commandants, Military College of Science, School of Anti-aircraft Defence and Coast Artillery School, will also forward to the Commandant, School of Artillery, a report on the N.C.Os. attending the course. The certificates awarded, or reports of failure, will be forwarded by the Commandant, School of Artillery, to the Officer i/c R. A. Records, for transmission to the units concerned.

(*g*) Details of the work to be done during each portion of the course are given in the syllabus of the course issued with Army Orders. Officers of the Regular Army, if they so desire, may be given one month's leave at the end of the course.

822. (*a*) Os.C. artillery brigades or corresponding formations at home and abroad will keep a list of officers under their command whom they recommend for the gunnery staff course.

b) A copy of the list of selected officers will be furnished by the officer responsible for keeping it to each C.R.A. when the unit comes under his command, and annually on 15th January. If an individual officer

is transferred from one command or unit to another, his name, if it is on the selected list, should be communicated by the authority responsible for keeping that list to the C.R.A. or the O.C. the unit to whose command he is transferred. The fact that an officer's name has been added to, or struck off, the list should be reported in the same manner to the C.R.A. or the C.O. the unit concerned.

(*c*) A C.R.A. will take every opportunity of making himself fully acquainted with all officers on the selected list who are under his command. He should attach them to his staff on occasions where their services can profitably be utilized, and particularly during field operations. He will report fully on them when furnishing his annual confidential reports, especially with regard to their capacity for imparting instruction.

(*d*) If a C.R.A. considers that an officer on the selected list is not up to the required standard, he will take the necessary steps to have his name removed from the list, and will make a note of having done so in the officer's confidential report.

(*e*) The responsibility of officers furnishing certificates for candidates for this course is as defined in the case of certificate D furnished for the Staff College. (*See* Appendix XII.)

School of Anti-Aircraft Defence

823. (*a*) The School of Anti-Aircraft Defence consists of the Artillery Wing and the Engineer Wing.

(*b*) The objects of the school are to give instruction in A.A. defence, R.A.F. tactics, A.A. gunnery and tactical handling of guns, A.A. searchlight and sound locator work, A.A. Lewis Guns (for air defence units) and passive measures from the point of view of defence against aircraft, and A.A. intelligence and communications.

Army School of Physical Training

824. The objects of the Army School of Physical Training are to maintain unity, continuity, and progress in physical training, and to train instructors in physical training and its correlated subjects.

Army School of Education

825. The Army School of Education is established for the purpose of training officers, warrant officers and N.C.Os. as educational training instructors, so as to give effect to the principles laid down in paras. **757–760**.

Army Vocational Training Centres

826. Army vocational training centres are designed to train warrant officers and soldiers about to leave the colours, with a view to fitting them for civil life.

Royal Army Medical College

827. The Royal Army Medical College, London, which is maintained for the professional training of officers of the R.A.M.C., is administered by the Director-General, Army Medical Services, The War Office, to

whom all questions of training will be referred direct by the commandant and director of studies. Senior and junior classes are held twice yearly in accordance with the instructions contained in the pamphlet "Courses of Instruction."

Royal Army Medical Corps Training Establishment

828. The R.A.M.C. Training Establishment is maintained for the training of all ranks of the R.A.M.C. (Regular Army, T.A., and Supplementary Reserve). Courses of instruction are also held for the Army Dental Corps.

The Army School of Hygiene, Aldershot

829. The Army School of Hygiene is administered by the Director-General Army Medical Services, The War Office, and is established as a central school for instruction in hygiene of officers and other ranks of the Regular Army, T.A. and Supplementary Reserve. Classes assemble under arrangements made by G.Os.C.-in-C. commands at home, in accordance with specified dates and a detailed allotment of vacancies notified annually.

The Army Dental Corps School of Instruction, Aldershot

830. Classes of instruction lasting one month, for lieutenants on probation for the A.D. Corps, are held at the A.D. Corps School of Instruction immediately after the completion of their course of instruction at the R.A.M.C. Training Establishment.

The School of Military Engineering

831. (*a*) The school is administered by the Director of Military Training, The War Office, and comprises a Construction School, a Field Works and Bridging School, a Survey School and an Electrical and Mechanical School. These schools are combined under the command of the Commandant, S.M.E., who also controls the further training in military duties of junior R.E. officers on first commission.

(*b*) The functions of the school include:—

(i) the technical training of all ranks of the Regular Army, T.A., and Supplementary Reserve in military engineering, field works, bridging, and in matters relating to the employment of engineers, and to the execution of works in peace and war;

(ii) the tactical training of young R.E. officers on first commission.

(iii) the training of soldiers of the R.E. in trades required in the R.E. as may be found necessary to ensure an adequate supply of tradesmen;

(iv) the training of soldiers of the R.E. to fill specialist engineer appointments;

(v) the carrying out to a limited extent of experimental and research work in military engineering;

(v) trade testing, including R.E. dismounted recruits*.
(vi) the training of R.E. boys in the trades of draughtsman (architectural) and surveyor (cadastral and engineering), and the training of R.E. buglers in trades required in the R.E.

Boys Technical School

832. The object of the Boys Technical School is to train boys for the technical corps in the trades of blacksmith, carpenter, fitter and electrician.

Senior Officers' School

833. The objects of the Senior Officers' School are:—

(*a*) to disseminate and inculcate sound tactical principles as laid down in the official manuals, thereby ensuring uniformity of method in their application throughout the Army.
(*b*) to give senior officers of all arms an opportunity of exchanging ideas as to the most approved and up-to-date methods in all matters connected with training and administration.
(*c*) to give higher tactical training to senior regimental officers of all arms, and assist them to train and administer a battalion or equivalent unit, according to the arm of the service to which they belong.

834. (*a*) All officers of the Regular Army belonging to the corps mentioned in para. **173**, below the rank of substantive lieutenant-colonel, should undergo a course at the school, unless excused by the Army Council on the recommendation of the G.Os.C-in-C. under whom they are serving.

(*b*) Before an officer may undergo the course he must—

(i) have reached the substantive rank of major,†
(ii) have served a continuous period of six months with his unit during two years immediately prior to his attendance at the school, and
(iii) be recommended for promotion.

835. Attendance at the Senior Officers' School, India, will be accepted as equivalent to attendance at the Senior Officers' School at home.

Royal Military School of Music, Kneller Hall

836. The objects of the school are:—

(i) The training of N.C.Os. (forming the senior division, known as "students") for appointment as bandmasters.
(ii) The training of bandsmen and boys (known as "pupils") as skilled instrumentalists. They are also well grounded in the theory of music and aural training in order to fit them to compete later for admission as students.
(iii) The co-ordination and general direction of music throughout the Army.

* The training of R.E. dismounted recruits, whilst not forming part of the functions of the S.M.E. proper, is carried out under the supervision of the commandant and is in close relation to the work at the S.M.E.

† Officers of the West African Frontier Force and King's African Rifles may undergo the course whilst holding the substantive rank of captain, provided that they have been selected for command of a battalion of these corps.

Small Arms School

837. The Small Arms School consists of:—
(i) Headquarters.
(ii) Hythe Wing (rifle, light automatic, bayonet, grenade, revolver).
(iii) Netheravon Wing (Vickers ·303-in. machine-gun).

838. The object of the school is:—
(i) to train officers, warrant officers, and N.C.Os. as leaders and instructors in weapon training;
(ii) to carry out (at the wing concerned), and to report on, such trials of weapons and ammunition as the Army Council may require in order to advance the knowledge of small arms generally or to test their suitability, or otherwise, for use by men of average training under service conditions;
(iii) to study possible improvements in weapon training material and in weapons, and to report thereon to the Army Council;
(iv) to keep in close touch with weapon training methods in units and to ensure thereby, and by the teaching at the school, that small-arms training throughout the Army is conducted on a uniform system and in accordance with the manuals.

839. (*a*) Qualifications obtained at the Small Arms and Machine Gun Schools, India, are equivalent to those obtained at the Small Arms School at home.

(*b*) Special courses which are permitted to count as "qualifying" are detailed in the footnote to para. **154**, and the footnote to Appendix X, page 479.

840. An officer promoted from the ranks who, as a warrant officer or N.C.O., qualified in the rifle or light automatic, will be considered to have obtained an officer's qualification in the subject, or subjects, in which he so qualified.

841. For qualifications for permanent staff of the T.A., *see* para. **332**.

School of Signals

842. The objects of this school are:—
(i) To ensure a high standard and uniformity in methods of signalling throughout the Army.
(ii) To train officers and N.C.Os. of all arms as instructors and assistant instructors in signalling for their units.
(iii) To train officers and specially selected N.C.Os., R. Signals, in the technical details and organization of all methods of intercommunication used in the field.

Chemical Warfare School

843. (*a*) The object of the Chemical Warfare School is to train officers and N.C.Os. of all arms and services of the Army to a standard which will enable them to act as instructors and assistant instructors in anti-gas measures to their units.

(*b*) Courses are also held for staff and senior officers in order to keep them in touch with recent developments in chemical warfare training.

Royal Army Veterinary School

844. The objects of the Royal Army Veterinary School are to promote efficiency and to diminish wastage among animals by instructing officers and N.C.Os. of the Regular Army, T.A., and Supplementary Reserve in the principles and methods of animal management and in first-aid, and by training and giving special instruction in their professional duties to R.A.V.C. personnel.

School of Farriery

845. The School of Farriery is administered by the Commandant, Royal Army Veterinary School, and the object of the school is to train men as farriers.

3.—OFFICERS' LIBRARIES

846. General staff libraries are divided into two classes, viz. :—

(i) Reference libraries, and

(ii) Officers' mess libraries.

847. (*a*) Reference libraries are established at certain military stations in order to place within the reach of officers books of reference which will help them in their professional work. These libraries are supplied with suitable official publications other than those of a secret nature, and in order that they may be adequately provided with standard works, the G.O.C.-in-C.* is authorized to obtain annually, through the War Office, publications to the value of £12 for each reference library in his command. This sum may not be used for any other purpose than the purchase of books.

(*b*) An officer of the general staff of the command will be in general charge of each reference library. All confidential publications will be kept under lock and key in his personal charge. They will not be taken outside the library building except by special sanction of the G.O.C.-in-C., who, having regard to paras. **1576** to **1583**, will issue such instructions as he considers necessary regarding the issue of confidential publications to individual officers.

(*c*) A catalogue and issue book will be kept in each library.

(*d*) The G.O.C.-in-C. is empowered to dispose of such publications as he considers to be of no further value for reference purposes. Lists of books which have been disposed of will be forwarded to the War Office simultaneously with the demands for new books submitted in accordance with para. **849.**

848. Officers' mess libraries are small libraries, consisting of instructive and interesting publications, intended to encourage the study of military literature. Each G.O.C.-in-C. will be informed, from time to time, of the number of officers' mess libraries sanctioned for his command. He is authorized to obtain annually, through the War Office, publications to the value of £4 for each library. This sum may not be used for any other purpose than the purchase of books. He will report to the Under-Secretary of State, The War Office, any change in the distribution of such libraries in his command. Secret or confidential official publications

* This term includes a G.O.C. a command.

respects qualified as regards subject (*c*) will be accepted in lieu of his passing in that subject for promotion.

(*b*) An officer who has graduated at the Staff College, Camberley, or the Staff College, Quetta, will be exempt from all examinations for promotion to the rank of major, but if he has not attended any qualifying course as laid down in Appendix X, he will be required to do so as soon after promotion as possible.

855. (*a*) The standard required for a special certificate is given in Appendix X.

(*b*) A candidate who obtains a special certificate in the examination for promotion to captain will—

(i) be excused the examination in subjects (*c*) and (*d*) for promotion from captain to major.

(ii) receive special consideration when put forward for accelerated promotion.

(iii) be eligible for consideration for appointment as an officer at the Royal Military Academy or the Royal Military College, with a view to subsequent consideration for nomination to the Staff College.

(iv) receive a credit of marks in the competitive examination for admission to the Staff College.

(*c*) Sub-paras. (*b*) (ii), (iii) and (iv) will also apply to captains who obtain a special certificate in the examination for promotion to major.

(*d*) The fact that a candidate has been reported officially as distinguished in subject (*e*) will be considered as a recommendation for inclusion in the Gunnery Staff Course and for the appointment of artillery instructor at R.M.A. and adjutant, T.A. artillery.

856. To be eligible to attend any examination for promotion to captain or major an officer must have held the rank of lieutenant for at least a year, or have attained the rank of captain, respectively. A candidate will apply for examination to his C.O., who will forward the application to the G.O.C. through the usual channels. No candidate may attend a written examination in subject (*b*) or (*d*) until he has passed in subject (*a*) or (*c*) respectively.

857. (*a*) There is no restriction in regard to the number of times a lieutenant or captain may present himself for examination in any subjects, written or practical, unless he has been superseded for promotion, in which case he will become subject to the conditions laid down in the Pay Warrant. Subjects (*b*), (*d*), (*e*), (*g*), (*j*) or sub-heads (*k*) (i) to (iii) or (iv) to (vi) may be taken up separately at any of the half-yearly examinations. Examinations in sub-heads (*h*) (i), (ii) and (iii) (lieutenants, R.A.M.C.) will be held once yearly in March. An officer who fails in one sub-head only in any of these subjects will be required to undergo re-examination in that sub-head only. Failure in more than one sub-head of a subject will, however, entail re-examination in the whole of that subject. The two parts of sub-heads (*b*) (i) and (*d*) (i) count as one sub-head and failure in one part only will necessitate re-examination in that part alone.

(*b*) An officer who does not present himself for examination in a sub-head to which he is liable will, as a rule, be deemed to have failed in that sub-head.

858. (*a*) Except in special circumstances, officers will be examined in subjects (*a*) and (*c*) in the command in which they are serving.

(*b*) Application for the relaxation of this rule for an officer serving at a station other than in India will be made to the Under-Secretary of State, The War Office, stating reason and centre desired. For officers serving in India, applications should be sent to the Commander-in-Chief in India. British Service officers stationed abroad and on leave in Europe will apply to the Under-Secretary of State, The War Office; officers of the Indian Army similarly situated will apply to the Secretary, Military Department, India Office.

859. (*a*) A G.O.C. will forward, so as to reach the War Office not later than 1st February and 1st September in each year, a return in duplicate on A.F. B 2053 of all officers in his command who wish to be examined in subjects (*b*), (*d*), (*e*), (*g*), sub-head (*h*) (iv), subjects (*j*) and (*k*). The names of officers for examination in sub-heads (*h*) (i), (ii) and (iii) (lieutenants, R.A.M.C.) will be submitted on 1st February in each year. Should the date fixed for the March examination be altered, on account of the Easter season, the return should reach the War Office 14 days earlier. The corps shown against the officers' name on A.F. B 2053 will be that to which he is gazetted.

(*b*) An officer will not, as a rule, be examined in a command other than the one in which he is quartered.

860. An officer serving abroad, who may be on leave in the United Kingdom, will be permitted to attend written examinations at home. Application for permission to attend the examination should, in the case of an officer of the British Service, be made to the Under-Secretary of State, The War Office, and in the case of an officer of the Indian Army to the Secretary, Military Department, India Office. The applicant should state the examination centre desired. When application is made for examination in subjects (*b*) and (*d*), if alternative campaigns are set in sub-heads (*b*) (iii) and (*d*) (iii), the campaign selected must be stated.

861. (*a*) The examinations in practical subjects of all officers serving in India will be conducted under the orders of the Commander-in-Chief, India, who will arrange for the results in the case of officers of the British Service, including officers attached to the Indian Army, to be reported to the Under-Secretary of State, The War Office, for record.

(*b*) The examination in the written subjects of officers of the Indian Army will be conducted under these regulations.

Boards of Examination

862. For the purpose of examining officers in subjects (*a*) and (*c*), a G.O.C. will, where practicable, select and appoint for a fixed term of not less than one year, boards composed of officers of the various arms of the service, sufficient in number for all the examinations within the command: (*a*) and (*c*) boards will be separate. Officers detailed for these boards may be exempted from serving on other garrison boards. For the composition of examining and supervising boards and instructions regarding examinations, *see* Appendix X (III).

863. Examination in subjects (*b*), (*d*), (*e*), (*g*), sub-head (*h*) (iv) subjects (*j*) and (*k*) will be held at such centres as G.Os.C. may determine,

commencing on the last Monday in March and the third Monday in October in each year. Examination in sub-heads (*h*) (i), (ii) and (iii) (lieutenants, R.A.M.C.) will be held once yearly, in March. Should Easter Monday fall in the week in which the March examination would normally be held, the examination will commence on the second Monday in that mouth.

Examination of a Major, R.A.M.C., for Promotion to Lieutenant-Colonel

864. (*a*) A major of the R.A.M.C. before promotion to lieutenant-colonel will be examined in the subjects laid down in Appendix X. The examination in these subjects may be taken at any time after an officer's promotion to the substantive rank of major, provided that the candidate can produce a certificate from a D.D.M.S. or an A.D.M.S. to the effect that he has received instruction in the subjects covered by the examination, and that he is considered fit to present himself for examination. This certificate will accompany an officer's application to be examined.

(*b*) In order to assist officers in their preparation for this examination, D.Ds.M.S. and A.Ds.M.S. will make all necessary arrangements for the adequate instruction of majors R.A.M.C., in army medical organization and administration, hygiene, and the employment of the medical services in peace and war. This instruction will be carried out by means of lectures followed by discussions, war games and field exercises, by the attachment of officers to the different departments in hospitals and, where possible, to the officers of administrative medical officers, for instructional purposes.

(*c*) Instruction for the purpose of this examination will not commence before the officer's promotion to the substantive rank of major.

865. (*a*) (*h*) (iv) (written) and (*h*) (v) (practical) will be held at the times laid down in para. **863**, and either part may be taken separately or both at the same examination. (*h*) (iv) will be held on the first day (Monday) and (*h*) (v) on Wednesday, Thursday and Friday (and on Saturday morning if required). When the Friday falls on a Good Friday, the (*h*) (v) examination will be held on the same days in the following week.

(*b*) At home the examination for (*h*) (v) will be conducted under arrangements made by the G.O.C.-in-C. in a command or commands which will be detailed by the Under-Secretary of State, The War Office, in July and December. The names of all majors R.A.M.C. desirous of examination in (*h*) (v) will be forwarded by G.Os.C. at home so as to reach the War Office by 1st February and 1st September. The certificate mentioned in para. **864** will be forwarded for each officer.

(*c*) In commands abroad the examinations will be conducted under arrangements made by the G.O.C.

Examination of a Major, R.A.V.C., for Promotion to Lieutenant-Colonel

866. A major of the R.A.V.C. before promotion to lieutenant-colonel, will be examined in the subjects laid down in Appendix X. This examination may be taken any time after the completion of three years in the rank of major.

or technical duties appertaining to their arm of the service, to fit them for promotion to a higher rank.

871. A C.O. may, at his discretion, subject candidates for promotion to an examination in order to test their qualifications.

6.—MISCELLANEOUS

Study of Foreign Languages

872. (*a*) Officers will be encouraged to acquire a practical knowledge of selected foreign languages, and courses for preliminary instruction will be held in London from time to time. A limited number of officers who, during the preliminary study, show the necessary aptitude, will be sent abroad on duty for the purpose of qualifying as interpreters. They will be under the orders of the military attaché concerned during their residence abroad.

(*b*) Detailed instructions as regards syllabus of examinations, rewards, &c., are contained in Regulations relating to the Study of Foreign Languages.

Shorthand

873. An officer in possession of a certificate showing that he has a thorough knowledge of shorthand will be recorded as proficient in that subject.

Army Children's Schools

874. Army children's schools are established for the education of soldiers' children. Regulations for these schools are contained in Educational Training.

SECTION IX:—CEREMONIAL

I.—PRECEDENCE

Precedence of Corps, &c.

875. The following table shows the order of precedence in the Army. Regiments, units and corps shown collectively therein take precedence amongst themselves as laid down in the Army List:—

Order (1)	Regiment, unit or corps (2)
1	The Regiment of Life Guards and the Royal Horse Guards.
2	The Royal Horse Artillery (*a*).
3	The Regiments of Cavalry of the Line.
4	The Royal Regiment of Artillery. (R.H.A. and local companies abroad excepted.)
5	The Corps of Royal Engineers.
6	The Royal Corps of Signals.
7	The Regiments of Foot Guards.
8	The Regiments of Infantry of the Line (*b*).
9	The Royal Tank Corps.
10	The local companies of Royal Artillery abroad.
11	The Royal Army Service Corps.
12	The Royal Army Medical Corps.
13	The Royal Army Ordnance Corps.
14	The Royal Army Veterinary Corps.
15	The Army Educational Corps.
16	The Royal Malta Artillery.
17	The West African Regiment.
18	The Royal Army Chaplains' Department.
19	The Royal Army Pay Corps.
20	The Army Dental Corps.
21	Queen Alexandra's Imperial Military Nursing Service.
22	The Militia (except as stated in 23) in order of arms as above.
23	The Royal Monmouthshire Royal Engineers (Militia), Supplementary Reserve.
24	The Honourable Artillery Company (Territorial Army).
25	The Militia units in Bermuda, Channel Islands and Malta in order of arms as above.
26	The Territorial Army (except the Honourable Artillery Company) and Supplementary Reserve (except as stated in 23) in order of arms as above.
27	The Officers Training Corps.

(*a*) But on parade, with their guns, to take the right and march at the head of the Household Cavalry.
(*b*) The Royal Marines rank after the Royal Berkshire Regiment.

876. As a general principle, the order of infantry battalions on parade will be by Army List order from right to left with the following reservations:—

(a) Battalions of the Brigade of Guards will stand on the right of all other infantry battalions and will be arranged in order amongst themselves in accordance with the established custom of the Brigade of Guards (*i.e.*, senior regiment, right flank; next senior, left flank; third senior, right centre; junior left centre). Should two or more battalions of the same regiment form part of a brigade, they are to be drawn up next to one another in seniority of battalions, from right to left—1st battalion on the right, 2nd battalion on the left, &c.

(b) Rifle battalions will stand on the left of the brigade in Army List order from right to left. Where a brigade consists entirely of rifle battalions, they will stand in the Army List order from right to left.

(c) Where Militia units and the Honourable Artillery Company, Territorial Army, Supplementary Reserve, dominion or colonial battalions (except Indian) are brigaded with regular battalions, the order of standing from right to left will be:—

Regular.
Militia.
The Royal Monmouthshire Royal Engineers (Militia), Supplementary Reserve.
The Honourable Artillery Company.
Militia (as in 25 of para. 875).
Territorial Army and Supplementary Reserve (except as in 23 of para. 875).
Dominion or colonial,

with internal order of precedence from right to left, except that when rifle battalions are included in the brigade they will on all occasions stand on the left flank in order of organizations as stated above, and in order of precedence within such organizations from right to left.

Relative Ranks in the Army, Royal Navy, Royal Air Force, Army Audit Staff and Consular Service

877. Nothing contained in these regulations will give a claim to any officer of the Royal Navy, or Royal Air Force to assume command of His Majesty's land forces on shore, or to any officer of the Army to assume command of any of His Majesty's naval or air forces, unless under special authority from His Majesty's Government for any particular service.

878. Commissioned officers o the Royal Navy, Army and Royal Air Force will rank with one another, according to seniority or date of appointment. The table shown below is not affected by any local rank conferred on officers of any of the three services by a colonial government:—

Commissioned officers of the Royal Marines will rank, according to seniority, with officers of the Army of the same titles.

879. The O.C. the land forces, and the O.C. His Majesty's naval or air forces in a dominion, colony, &c., will take rank as follows, in the order of their own corresponding rank:—

(*a*) If respectively of the rank of general officer or flag officer or air officer above the rank of air commodore, next after the governor*, high commissioner, or officer administering the government, provided always that to members of the Royal Family will be assigned precedence next to the governor, and to governors of other dominions, colonies, &c., precedence next after the military, naval or air force officers commanding His Majesty's forces, if such officers are of the rank of general officer, flag officer and air officer (above the rank of air commodore), respectively.

(*b*) If respectively of the rank of colonel commandant, colonel or lieutenant-colonel and of naval or air force rank equivalent to either, next after the bishop and chief justice.

(*c*) If respectively below the rank of lieutenant-colonel, and below the naval or air force rank equivalent to the same, next after the solicitor-general.

(*d*) The foregoing rules will not over-ride the precedence which in a few dominions, colonies, &c., is conferred on certain officers either by the law or by the terms of letters patent from the Crown, or by tables of precedence approved by the crown.

880. A member of the Army Audit Staff, when not holding a commission in the Army, will rank with an officer in the Army as follows:—

Local auditor or chief accountant	Colonel.
Assistant local auditor or accountant	Lieutenant-colonel.
Assistant accountant, Grade 1	Major.
Assistant accountant, Grade 2	Captain.

881. (*a*). An officer of the British consular service will rank with ane officer of the Army as follows:—

Consul-general	with, but after Major-general.
Consul	,, ,, Colonel.
Vice-consul	,, ,, Major.
Consular agent	,, ,, Captain.

(*b*) The officer in charge of a consular post during the absence of the titular incumbent will take for the time being the equivalent military rank of the incumbent.

882. A member of the Q.A.I.M.N.S. will rank with an officer of the Army as follows:—

Matron-in-Chief	Colonel.
Principal Matron	Lieutenant-colonel.
Matron..	Major.
Sister or Staff Nurse	Lieutenant.

2.—STANDARDS AND COLOURS

883. (*a*) Standards and guidons of cavalry will be carried by squadron serjeant-majors. The King's colour and the regimental colour of infantry will be carried by the two senior second-lieutenants, but on the line of march all subaltern officers will carry them in turn.

(*b*) Standards will not be carried by regiments of hussars and lancers, nor will colours be carried by rifle regiments.

(*c*) Standards, guidons, and colours will not be altered without the King's special permission signified through the Army Council.

884. (*a*) The consecration of standards, guidons and colours for units which consist predominantly of members of the Church of England

* The High Commissioner for Iraq and the British Resident, Zanzibar, rank as governers for this purpose.

will be performed by the Chaplain-General to the Forces, or by another officer of the Royal Army Chaplains' Department detailed by him, in accordance with Form A, the authorized Form of Prayer.

(*b*) When the majority of the men of the unit are Roman Catholics, the consecration will be performed by the Roman Catholic Bishop in Ordinary for the British Army, or by an officer of the Royal Army Chaplains' Department detailed by him, and Form B will be used.

(*c*) When the majority of the men of the unit are Presbyterians, a Presbyterian chaplain will be detailed by the Chaplain-General to perform the consecration, and Form C will be used.

(*d*) Copies of the appropriate forms of prayer may be obtained from the Under-Secretary of State, The War Office.

(*e*) Chaplains of the other denominations at the stations should be invited to be present at the ceremony, and all chaplains on parade will be included in the parade state for the day.

(*f*) For ceremonial of consecration, *see* training manuals.

885. (*a*) The standard or guidon of cavalry or the King's colour of infantry will be carried by a guard only when the guard is mounted over the King, the Queen, a member of the Royal Family or a viceroy, governor-general, governor, high commissioner, lieutenant-governor or officer administering the Government in his capacity as His Majesty's representative within the area of his jurisdiction, or a foreign sovereign, the president of a republican state, or a member of a reigning foreign imperial or royal family.

(*b*) A guard mounted over the King, the Queen, a member of the Royal Family, and the personages mentioned in this paragraph, will consist of:—

(i) When the King's colour is carried, 1 major or captain, 2 subaltern officers (one carrying the colour) and a sufficiency of other ranks.

(ii) When no colour is carried, 1 officer below the rank of captain and a sufficiency of other ranks.

(*c*) The King's colour will not be trooped except in the case of a guard mounted over the King, the Queen, members of the Royal Family or His Majesty's chief representative in British possessions or territories mandated to Great Britain, or in the case of a ceremonial parade held in honour of the King's birthday, or on the occasion of the presentation of colours.

On all other occasions it will remain with the unit. (For Brigade of Guards, *see* Appendix V.)

886. When consecrated colours are being moved from, or to, the place where they are usually kept, an escort will invariably accompany them. When it is necessary to send consecrated colours by train to be deposited for safe keeping, the escort will consist of the usual colour party as laid down in training manuals.

887. In the case of old colours, if units so desire, honours may be paid on the initial move to the place where they are to be laid up. Such honours may, however, only be accorded to the most recent old colours. The escort, if provided, will be found from the regiment concerned.

3.—HONOURS AND SALUTES†

General Instructions

888. The honours and salutes to be given by troops on parade and by guards of honour, are as follows:—

(*a*) *To the King, the Queen and the Prince of Wales.*

Royal Salute—Present arms, standards and colours lowered. The band will play the whole of the National Anthem for the King and the Queen, but only the first six bars for the Prince of Wales.*

(*b*) *To other members of the Royal Family.*

Royal Salute—Present arms, standards ,guidons and colours lowered.

(i) When the King, the Queen or the Prince of Wales are present, six bars of the National Anthem will be played to another member of the Royal Family, only when specially ordered.

(ii) When the King, the Queen, or the Prince of Wales are not present, and when more than one member of the Royal Family is present, each in turn will receive the Royal Salute, but the first six bars of the National Anthem will be played only for the member for whom the troops are parading.

(*c*) *To the Crown.*

Royal Salute, but colours will not be lowered and bands will not play.

(*d*) *To Foreign Sovereigns, Presidents of Republican States, Members of Reigning Foreign Imperial and Royal Families.*

As for the King and the Queen, except that the foreign national hymn will be played in place of the National Anthem.

(*e*) *To a Viceroy, Governor-General, Governor,‡ High Commissioner, Lieutenant-Governor, or Officer Administering the Government of a Dominion, State, Colony, Mandated Territory or Territory under His Majesty's protection abroad, or Special Royal Commissioners acting on behalf of the Sovereign, within the sphere of their jurisdiction.*

Royal Salute—Present arms, standards and colours lowered. The first six bars of the National Anthem will be played.

(*f*) *To Field Marshals, Admirals of the Fleet, Marshals of the Royal Air Force.*

General Salute as in sub-para. (*g*); regimental colours of all forces will be lowered.

(*g*) *To General Officers and Inspecting Officers below the rank of General Officer, and to corresponding ranks and appointments in the Royal Navy and Royal Air Force.*

General Salute by troops under their command: by mounted services—with swords drawn, officers saluting and bands playing the first part of a slow march; by dismounted services—officers

* In the event of the Queen or the Prince of Wales arriving at a ceremony after, or departing before, the King, the National Anthem will not be played.

† For Brigade of Guards, *see* Appendix V.

‡ The High Commissioner for Iraq and the British Resident, Zanzibar, rank as governors for this purpose.

saluting, men presenting arms, colours flying, bands playing the first part of a slow march, and drums beating; by corps not having bands—the trumpets or bugles sounding the salute, or the drums beating a ruffle.

(*h*) *To Commanding Officers of Garrisons, Camps and Stations, if under the rank of General Officer or corresponding rank in the Royal Navy and the Royal Air Force.*

As for next higher rank, but gun salute will not be given.

(*i*) *To Standards, Guidons, and Colours.*

When uncased, at all times to be saluted with the highest honours, viz., arms presented, trumpets or bugles sounding the salute, drums beating a ruffle.

889. (*a*) Whenever the National Anthem is played all ranks in military uniform not under the orders of an O.C. a parade will stand at attention; officers, warrant officers and N.C.Os. saluting.

(*b*) Officers in attendance on His Majesty and other royal personages, or the personal staff of governors-general and governors (when such governors-general or governors represent the Sovereign on official occasions), will not salute when the National Anthem is played for the royal salute. The exception to the above is on the occasion of the trooping of the colour on the King's Birthday Parade, when the National Anthem is played on the presentation of arms to the colour. All officers, including those in attendance on His Majesty, will then salute.

(*c*) On a parade after the royal salute has been given the G.O.C. alone will be regarded as in attendance, and will take up his position in rear of His Majesty.

890. The National Anthem will not be played for officers who are serving as governors, high commissioners or administering any British possession, protectorate or territory mandated to Great Britain, when they go on board any of His Majesty's ships.

891. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the troops will turn out and fall-in in front of the tents, but not under arms.

892. A viceroy, governor-general, governor,* high commissioner, lieutenant-governor or officer administering the government of any British dominion, possession, &c., or of a territory mandated to Great Britain, who is also a general officer, is entitled in every respect to the honours due to his military rank as well as to his civil office.

893. Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office.

894. The compliments directed in these regulations will be paid to officers in the service of any Power formally recognized by His Majesty, according to their respective ranks.

895. Officers or soldiers passing troops or naval landing parties with uncased colours will salute the colours and the C.O. (if senior).

896. To commemorate Armistice Day, 1918, each year at 11 o'clock on November 11th, all troops will stand at attention for two minutes, and all guards will turn out and present arms. Flags will be flown on War Department buildings at the masthead.

* The High Commissioner for Iraq and the British Resident, Zanzibar, rank as governors for this purpose.

897. Officers, soldiers and colours passing a military, naval or air force funeral will salute the body and will pay the appropriate compliments to standards, guidons and colours when these are carried by parties included in such a procession (*see* Appendix XXI).

898. Armed parties in paying compliments on the march will be called to attention, infantry will slope, and rifle battalions trail, arms, and the command "*Eyes right* (or *left*)" will be given; mounted units will carry swords. Tanks or armoured car units will dip their gun or guns.

899. An O.C. an armed party passing a guard, or paying or returning a compliment, will draw his sword before giving the necessary command. When in command of an unarmed party, he will return the salute with the right hand as he gives the command "*Eyes right* (or *left*)". Soldiers in command of parties will conform to the rules laid down for officers.

900. (*a*) All officers will salute their seniors before addressing them on duty or on parade; when swords are not drawn they will salute with the right hand, in the manner prescribed. Officers, except when their swords are drawn, will return the salutes of junior officers and of soldiers. A salute made to two or more officers will be returned by the senior only. When not on duty or parade but in uniform, officers under the rank of field officers will salute all officers of field rank and upwards. [illegible] officers and field officers will salute their superiors in rank.

(*b*) Cadets will salute all officers in uniform, and the officers [illegible] own college whether in uniform or not.

(*c*) Officers in uniform will salute their seniors in rank in the Navy and Royal Air Force.

(*d*) Officers and soldiers boarding any of His Majesty's ships [illegible] man-of-war will salute the quarter-deck.

901. (*a*) Warrant officers, N.C.Os. and men will [illegible] sioned officers whom they know to be such, whether [illegible] including officers of the Royal Navy, Royal Marines, [illegible] Forces, and Royal Air Force, and also officers of the [illegible] when in uniform. They will similarly salute such [illegible] Royal Navy as have rank corresponding to that of [illegible] the Army. Warrant officers, N.C.Os. and men [illegible] hand. Where from physical incapacity a right [illegible] the salute will be given with the left hand.

(*b*) N.C.Os. and men will address warrant [illegible] they do officers, but will not salute them.

Official Visits

902. Military officers serving as [illegible] commissioners, lieutenant-governors [illegible] ment of dominions, states, colonies [illegible] under His Majesty's protection [illegible] visits with naval and air forces [illegible] appointment in which they are [illegible]

* The High Commissioner for India [illegible] for this purpose.

(*e*) when a foreign general, flag or air officer lands at a military station within His Majesty's dominions to visit the civil governor or officer in command;

(*f*) if it is deemed expedient to receive distinguished personages other than those mentioned in para. **905**, or on occasions not specified in para. **888**.

Guards and Sentries

907. Guards, including guards of honour, mounted over the persons of their Majesties will pay no compliments except to their Majesties. Guards, including guards of honour, mounted over the person of a member of the Royal Family will pay no compliments except to their Majesties or members of the Royal Family. Guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no compliments to officers or persons of lesser degree. Any such guards, when visited by officers on duty, will turn out with sloped arms (rifle regiments with ordered arms).

908. (*a*) At all times between reveille and retreat, guards will turn out and pay the compliments specified in para. **888** to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

(*b*) Regimental guards will turn out, and present arms, once a day to their C.Os., of whatever army rank.

909. Guards will turn out at all times when armed parties of any branch of the service approach their posts; to armed corps* they will present arms, and before other armed parties they will stand with sloped arms (Rifle regiments with ordered arms). They will not pay compliments between the sounding of "Retreat" and "Reveille," except to grand rounds. They will not turn out to unarmed parties. A mounted party, armed, will draw and carry swords to all guards turning out to it.

910. An officer under the rank of a general officer is not entitled to the compliment of the bugle sounding the salute, or the drum beating a ruffle, when guards "present arms" to him. An officer not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family and governors-general, governors,† high commissioners, lieutenant-governors or officers administering the government. Colonels commandant will not be entitled to the compliment of the guard turning out, except in the case of those guards found by troops under their command, and mounted under their immediate order or under the orders of their unit commanders.

911. When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander will cause his guard to fall in and stand with sloped arms (rifle regiments with ordered arms), facing the front, but no drum is to beat or bugle to sound. When such officers pass

* By the expression "armed party" is meant a party armed with swords, guns or rifles, or two or more tanks or armoured cars.

By the expression "armed corps" is meant an armed party of a certain strength, namely, a regiment of cavalry, a battery of R.H.A. or R.A. with its guns, not less than 4 companies of R.E., a battalion of infantry with or without colours, a battalion of tanks, an armoured car company, not less than 4 companies of R.A.S.C. or R.A.O.C.

† The High Commissioner for Iraq and the British Resident, Zanzibar, rank as governors for this purpose,

guards while in the act of relieving, both guards will salute as they stand, receiving the word of command from the senior commander.

912. Honours will be paid by sentries as follows:—

Post of sentry (1)	Present arms (2)	Salute* (3)
Royal palace or furnished from a Royal guard.	Members of the Royal Family. Armed corps.	Officers of all ranks (in uniform). Unarmed parties.
Residence of a viceroy, governor-general, governor,† high commissioner, lieutenant-governor, or officer administering the government.	A viceroy, governor-general, or officer administering the government. Armed corps.	Officers of all ranks (in uniform). Unarmed parties.
Residences of general officers.	General officers. Armed parties.	Officers below the rank of general officer. Unarmed parties.
Other posts	General and field officers. Armed parties.	Officers below field rank. Unarmed parties.

913. (*a*) All guards and sentries will pay the same compliments to commissioned officers of the Royal Navy (including commissioned officers from warrant rank), Royal Marines, Militia, Auxiliary Forces, and Royal Air Force, and Royal Indian Marine when in uniform, as are directed to be paid to officers of the Regular Army. Guards and sentries will pay compliments to commissioned officers of the departments of the Army according to their ranks or corresponding ranks, as the case may be.

(*b*) Special regulations relating to the compliments, &c., to be paid by the Foot Guards are contained in Appendix V.

Flag Stations, and Flags to be Flown

914. (*a*) The list of flag stations, and of flags flown, will be found in Appendix VII. Where two flags of the same description are issued, the smaller is for use in bad weather. At army ordnance depots the distinguishing pennant may be flown.

(*b*) The Royal Standard, being the personal flag of the Sovereign, will be hoisted on official buildings, forts, enclosures, or on parade, only when His Majesty the King is personally present in the building, fort, enclosure, or on parade. The Union Jack will be flown for any member of the Royal Family not entitled to a personal standard or to the use of a standard.

(*c*) In the absence of the Sovereign, when the Queen, the Prince of Wales, the Duke of York, Prince Henry, Prince George, Princess Mary Viscountess Lascelles, the Duke of Connaught or Prince Arthur of Connaught are present in such building, &c., their personal standards will be hoisted.

(*d*) In the United Kingdom, on the death of a member of the British Royal Family, a foreign sovereign, or the president of a republic, it is

* As prescribed in Infantry Training.

† The High Commissioner for Iraq and the British Resident, Zanzibar, rank as governors for this purpose.

customary to take the King's pleasure regarding the half-masting of flags; such instructions are issued to the Admiralty, War Office, Air Ministry, and the Office of Works. Officers i/c flag stations will await instructions from the War Office on such occasions.

(*e*) In the British dominions (other than India), on the death of a foreign sovereign, or the president of a republic, flags should be flown at half-mast on the day intelligence is received of the death and also on that of the funeral. In the case of the death of a member of the British Royal Family, or on any special occasions, instructions approved by the King are communicated by telegram to the King's representatives abroad. Officers i/c flag stations will be informed by the King's representatives of these instructions and will follow them.

Saluting Stations

915. The following is a list of stations at which salutes are authorized to be fired:—

At Home

Aldershot.
Cork Harbour (Fort Carlisle).
Dover (Castle).
Edinburgh Castle.
Guernsey (Castle Cornet).
Jersey (Fort Regent).
London (Hyde Park, The Tower).
Pembroke Dock (Defensible Barracks).
Plymouth (The Citadel).
Portsmouth (Long Curtain Battery).
Sheerness (Garrison Point Fort).
Stirling Castle.
Woolwich (Gun Park).

Abroad

Aden—Ras Marbat.
Bermuda—Ducking Stool; Fort Victoria.
Ceylon—Flagstaff Battery, Colombo.
Gibraltar—King's Bastion.
Hong Kong—Signal Hill, Kowloon.
Jamaica—Port Royal, Kingston.
Malta—Saluting Battery, Upper Barracca, Valetta.
Mauritius—Fort George.
Straits Settlements — Fort Canning, Singapore.
West Africa—Tower Hill, Sierra Leone.

Artillery Salutes

916. Royal salutes consist of 21 guns, except those fired from Hyde Park, which consist of 41 guns, and those from the Tower, for which the number is laid down in the regulations for that fortress.

917. Royal salutes will be fired at the stations enumerated above in honour of the following personages on the occasions stated:—

(i) The Sovereign; a member of the Royal Family; a foreign crowned head, or sovereign prince, or his consort; a prince who is a member of a reigning foreign imperial or royal family; the president of a republican state. Salutes will be fired both on arrival and departure.

(ii) (*a*) On the passing of a vessel flying flags denoting the presence of the Sovereign (or members of the Royal Family representing him), the Queen, or the Prince of Wales. The presence of the Sovereign is denoted on board any ship of war by the Royal Standard at the main, the flag of the Lord High Admiral at the fore, and the Union Jack at the mizzen, or on board any vessel with less than three masts by the same flags in the most conspicuous parts; the presence of the Prince of Wales or other member of the Royal Family on board any ship is denoted by their respective standards.

(*b*) No other flag will be saluted in the presence of either the Royal Standard or the standard of the Prince of Wales or other member of the Royal Family, except the standard of a foreign reigning imperial or royal family, or of the president of a republic.

(iii) Anniversaries—

The birthday, accession and coronation of the Sovereign.

The birthday of the consort of the Sovereign.

These salutes will be fired on the actual date of the anniversary, but when the anniversary falls on a Sunday the salute will be fired at noon on the following day. (At stations where the climate renders this undesirable it will be fired at sunrise.)

918. Royal salutes will also be fired at the Tower and in Hyde Park on the occasion of the Sovereign:—

(i) opening, proroguing or dissolving Parliament in person., or

(ii) passing through London in procession.

919. Upon the occasion of the celebration of the birthday of the sovereign or the consort of a sovereign of a foreign nation, or of other important national festivals and ceremonies, by any ships of war of such nation, a salute not exceeding 21 guns may be fired in conjunction with any of His Majesty's ships that may be present, on official intimation of the intended celebration being received by the O.C. the troops at the station.

920. (*a*) Salutes to foreign royal personages and other foreign authorities and flags are only authorized in the case of a government formally recognized by His Majesty.

(*b*) Salutes, other than royal, will be fired at the stations enumerated in para. **915** in honour of the following personages on the occasions stated:—

(i) Ambassadors extraordinary and plenipotentiary, 19 guns on arrival and departure.

(ii) The Lords Commissioners for executing the office of Lord High Admiral, 19 guns on arrival, and on departure such salute as may be directed.

(iii) The First Lord Commissioner of the Admiralty, 17 guns on arrival and departure when visiting a station officially.

(iv) The Army Council, when travelling in a corporate capacity, 19 guns on arrival and departure (unless orders are received to the contrary). Two members of the Council and a secretary will form a quorum.

(v) The Secretary of State for War, 17 guns on arrival and departure, when visiting a station officially.

(vi) The Air Council, when travelling in a corporate capacity, 19 guns on arrival and departure (unless orders are received to the contrary). Two members of the Air Council and a secretary form a quorum.

(vii) The Secretary of State for Air, 17 guns on arrival and departure, when visiting a station officially.

(viii) The Lord Warden of the Cinque Ports, 19 guns, by the forts within his jurisdiction only, on the customary occasions.

(ix) Admirals of the fleet, 19 guns; admirals, 17 guns; vice-admirals, 15 guns; rear-admirals, 13 guns; commodores (no senior captain being present), 11 guns; on landing for the first time, being in actual employment. These salutes will not be repeated oftener than once in twelve months abroad, and three years at home, unless the officer shall have received an advance of rank.

(x) The Governor-General of the Irish Free State, 19 guns; governors* or high commissioners of colonies and mandated territories under His Majesty's protection, 17 guns; lieutenant-governors or commissioners if administering the government of a colony, protectorate, territory or dependency, and if holding a commission direct from the King, or acting temporarily for an officer so commissioned, 15 guns :—

(*a*) On first landing in their governments.

(*b*) On reading of Royal Commission and taking oaths of office.

(*c*) On departing from their governments on leave of absence.

(*d*) On returning from leave of absence exceeding three months.

(*e*) On finally quitting their governments on expiration of term of office.

(*f*) On official visits within their governments, but not oftener at any one place than once in twelve months.

(xi) Lieutenant-governors not administering the government, if holding a commission direct from the Sovereign, 15 guns by the forts or batteries at the seat of government only, on first arrival and on final departure.

(*c*) Salutes in honour of officers of the Army, other than those mentioned above, will not be fired except at their funerals, when the number of guns will be as given in para. **936**.

921. Salutes consisting of the number of guns stated will also be fired at the funerals of the following personages, whether of British or foreign nationality, when within the dominions of the state to which they are accredited or when within the port to which they belong. The conditions laid down in para. **936** will apply:—

Ambassadors, 19 guns; envoys extraordinary and ministers plenipotentiary and others accredited to sovereigns (except such as are accredited in the specific character of Minister Resident), 17 guns; ministers resident and diplomatic authorities below the rank of envoy extraordinary and minister plenipotentiary and above that of chargé d'affaires, 15 guns; chargés d'affaires, or subordinate diplomatic agents left in charge of missions, 13 guns; British consuls-general, 13 guns; foreign consuls-general, 11 guns; consuls, 7 guns.

*The High Commissioner for Iraq and the British Resident, Zanzibar, rank as governors for this purpose.

922. (*a*) Naval, military, and air force officers temporarily acting in any higher command are entitled, during their temporary tenure, to all the honours or salutes that may appertain to that office, provided that no officer under the rank of major-general, commodore or air vice-marshal, is to be saluted in any part of the world in virtue of his military, naval or air force rank.

(*b*) Such authorities mentioned above as may, from their rank and appointments, be entitled to be saluted in more than one capacity, will be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

923. An inferior naval or air force authority is not to be saluted in the presence of a superior naval or air force authority of the same nationality. Similarly an inferior military authority will not be saluted in the presence of a superior military authority. Personal as well as other salutes are included in both cases.

924. A foreigner of high distinction, or a foreign general, flag or air officer when visiting the governor-general, governor*, high commissioner, lieutenant-governor or officer administering the government of, or the military officer in command of a station within, a dominion, state, colony, mandated territory or territory under His Majesty's protection, may, on landing, be saluted with the number of guns which, from his rank, he is entitled to receive from a ship of war of his own nation, or with such number, not exceeding 19, as may be deemed proper; but such salute will not in any case exceed the number of guns given to officers of corresponding rank in His Majesty's Royal Navy, Army and Royal Air Force.

925. All salutes from ships of war of other nations to the British Nation will be returned gun for gun, but His Majesty's ships and His Majesty's forts will not exchange salutes in any part of His Majesty's dominions.

926. The governor-general, governor*, high commissioner, lieutenant-governor or officer administering the government of a dominion, state, colony, mandated territory or territory under His Majesty's protection is authorized to continue to sanction such salutes as may have been customary, and which he may deem right and proper, at religious ceremonies, and further, to cause the usual salutes to be fired at the opening and closing of the Houses of Parliament or the legislature. Such salutes are in no cases to exceed 19 guns.

927. Salutes other than those authorized by these regulations will not be allowed, except such as may be necessary for the fulfilment of any treaty obligation, provided that, upon any important occurrence (*e.g.*, a great victory gained by His Majesty's arms), the governor or O.C. any of His Majesty's possessions abroad may direct such salutes to be fired as the occasion may seem to him to require. Should there be any of His Majesty's ships present, the decision will be come to in conjunction with the senior naval officer, and salutes will not be fired unless the two officers concur in the matter.

*The High Commissioner for Iraq and the British Resident, Zanzibar, rank as governors or this purpose.

SECTION X.—DRESS, CLOTHING, EQUIPMENT, MEDALS AND DECORATIONS

1.—DRESS, CLOTHING AND EQUIPMENT

General Instructions

944. A C.O. is forbidden to introduce or sanction for experimental or other purposes any unauthorized deviation from the sealed pattern of dress, clothing, equipment and badges. He will be responsible for the cost of replacing or restoring to the approved pattern any articles worn in his unit which may be found not in conformity therewith.

945. A soldier will not leave his quarters unless properly dressed, and he will not smoke in the streets when on duty.

946. It is the duty of all officers, warrant officers and N.C.Os. to report irregularities of dress or misdemeanours of soldiers on pass or furlough to the C.Os. concerned, whether the men belong to their own corps or not.

947. (*a*) No unauthorized ornament or emblem will be worn in uniform.

(*b*) All ranks, when not on duty, are permitted to wear the national flower or emblem on their uniform headdress on the days specified:—

St. George's Day (Rose) English units ..	The emblems may also be worn by English, Scottish, Welsh and Irish soldiers serving in other units.
St. Andrew's Day (Thistle) Scottish units	
St. David's Day (Leek) Welsh units ..	
St. Patrick's Day (Shamrock) Irish units	
Armistice Day (Poppy)	All units.

948. (*a*) Uniform will be worn by all ranks while on duty. Plain clothes may be worn by officers, warrant officers and N.C.Os. not below the rank of serjeant when not on duty.

(*b*) It is left to the discretion of C.Os. to grant N.C.Os. below the rank of serjeant and other ranks of good character permission to wear plain clothes:—

(i) for purposes of recreation;

(ii) when on furlough or pass;

(iii) when "walking out" at their station.

(*c*) Permission granted under (*b*) (ii) or (iii) above will be entered on the furlough form or pass (including permanent pass) and initialled by the officer granting it.

949. The hair of the head will be kept short. The chin and under lip will be shaved. Whiskers, if worn, will be of moderate length.

these minute guns are not to exceed the number laid down in para. **936.** When any such officer who has died when afloat is to be buried on shore, minute guns are to be fired from the ship, if a ship of war, while the body is being conveyed to the shore. Where the means exist, minute guns will be fired from the shore while the procession is moving from the landing place to the burial ground. The total minute guns so fired must not exceed twice the number of guns in para. **936.**

(*b*) The salute of guns laid down in para. **936,** or, in the case of a flag officer or commodore or air officer above the rank of air commodore, a salute of the number of guns to which the deceased was entitled when living, will be fired after the body is deposited in the grave.

938. The pall is to be supported by officers of the same rank as that held by the deceased, but if a sufficient number of that rank cannot be obtained, by officers next in seniority.

939. Honours paid at the funeral of a staff or departmental officer of the Army are to be regulated according to his rank, or corresponding rank, as the case may be.

940. In addition to the firing party and escort under para. **936,** the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a serjeant by the serjeants, and that of a corporal by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a warrant officer, N.C.O. or private will be attended by the company, &c. (officers included), to which he belonged, or was attached.

941. The governor-general, governor*, high commissioner or officer administering the government of a dominion, colony, mandated territory or territory under His Majesty's protection (whether a military officer or a civilian), who is also commander-in-chief, and who dies whilst in the exercise of his appointment, is entitled to the following military funeral where necessary troops and guns are available:—

(*a*) Minute guns as in paras. **920** and **942.**

(*b*) Where the military rank of the deceased entitles him to an equal or greater number of guns than is allowable by his civil status, paras. **936** and **937** will apply.

(*c*) The number of troops to attend will be governed by the salute of guns to which the deceased is entitled under (*a*) or (*b*) at the rate laid down in the table in para. **936.**

942. At the funeral of a civil functionary the same number of guns will be fired as minute guns, while the procession is going to the burial ground, as the deceased was entitled to as salutes when living. A civil functionary not entitled to salutes of cannon when living will not have guns fired at his funeral.

943. Should a vessel carrying the remains of a foreigner of high distinction, foreign general, flag, or air officer (above the equivalent rank of air commodore), arrive during saluting hours at any authorized saluting station the same number of minute guns will be fired on its arrival as the deceased was entitled to, under paras. **920** and **936,** when living.

* The High Commissioner for Iraq and the British Resident, Zanzibar, rank as governors for this purpose.

961. (*a*) Sword-belts will be worn as follows:—

(i) Under the tunic or dress jacket by all mounted officers (except those of Highland and Scottish regiments, including Scottish Rifles), and by all officers of Rifle regiments (excluding Scottish Rifles); over the tunic or doublet by all other Officers.

(ii) Over the frock coat. Under the patrol jacket.

(*b*) (i) Swords will be carried on active service and in "marching order" only by officers serving with cavalry regiments. Subject to this proviso, swords will be carried on parades and duties unless otherwise directed. They will not be worn on board ship, at mess or at stables.

(ii) Swords, when carried in a mounted "order of dress" will be carried on the saddle, except in full dress.

(*c*) (i) The scabbards of officers, of dismounted units, in full dress will be hooked up where the waist belt is worn over the tunic. They will be carried in the left hand by other officers.

(ii) The scabbards will be carried in the left hand by mounted officers when on dismounted duties.

962. (*a*) Spurs will be worn in full dress and service dress by all general officers, staff officers, officers of mounted services, field officers and adjutants of all services, and officers permanently in command of companies of infantry.

(*b*) They will also be worn in mess dress, undress, and at levées and courts when Wellington boots are worn, by the above-mentioned officers. They will not be worn on board ship when travelling, or by officers inspecting armaments or magazines. In the Foot Guards, spurs will be worn by C.Os., officers second-in-command, adjutants and, on certain occasions, by officers permanently in command of companies.

963. Whistles will be carried in mounted services when on duty with troops, in dismounted services when in marching or in drill order.

964. The orders of dress for officers on different occasions are given below. These orders will be observed and read in conjunction with the dress and equipment regulations.

950. When the full dress headdress is worn on duty, the chin-chain or strap, will be worn at the point of the chin and sufficiently short to prevent it from slipping underneath, except that in the R.H.A. it will be worn under the chin. Forage and service dress caps will be placed evenly on the head.

951. In uniform, watch chains and trinkets will not be worn so as to be visible.

952. Revolvers will be carried on active service, or, when specially ordered, by all ranks for which they are the regulation equipment. A special pattern is not laid down for officers, but all revolvers must carry government ammunition.

953. Shoe cases of all ranks in mounted units will be packed when in marching order, on active service and when specially ordered.

954. Equipment will be worn over the greatcoat. Greatcoats will be worn by officers on duty when the men parade in them. When carried rolled—by dismounted officers of foot units—they will be attached to the web sling. A C.O. may allow greatcoats to be worn when necessary.

955. (*a*) When attending military funerals or memorial services *connected therewith*, officers and warrant officers will wear a mourning band of black crape, 3¼ inches wide, round the left arm above the elbow. It will not be worn at levées or at Court, except when the Court is in mourning, nor will it be worn at ceremonies such as the unveiling of memorials and Armistice Day celebrations.

(*b*) An officer or warrant officer in private mourning may, when in uniform, wear a mourning band as described above. A N.C.O. or man may similarly, whether in private mourning or at a military funeral, wear a mourning band of black material should he wish to do so.

956. Eye-glasses may be worn by all ranks on or off duty.

Officers

957. An officer on leave from abroad will be in possession of uniform for use if detailed for duty at home or on the return voyage. An officer while in a foreign country will not wear uniform without having obtained the permission of His Majesty's representative, which will only be granted when the officer is employed on duty, or attending Court, or at State ceremonies to which he has been invited. Permission to wear uniform at foreign manœuvres can be obtained only from the Under-Secretary of State, The War Office.

958. Service dress will be worn on board ship. The wearing of uniform on board ship by retired officers and by officers of Indian Army Departments returning to England on leave pending retirement is optional, but mess dress or evening dress will be worn at dinner.

959. An officer on leave from, or under orders for, a station abroad may wear the foreign pattern headdress.

960. Regulation uniform must not be worn at fancy dress balls, but there is no objection to military uniform of obsolete pattern being worn on such occasions.

			investitures service dress uniform may be worn. *The alternative court dress is*:— Coat—Ordinary black evening dress. Waistcoat—White evening dress. Breeches—Plain black evening dress material or stockinet, with three small black cloth or silk buttons, and small jet or black buckles at the knee. Hose—Black silk. Shoes—Plain court, with bows—no buckles. Tie—White evening dress bow.
4. SERVICE DRESS—MARCHING ORDER.	Drab service dress as laid down in Dress Regulations with steel helmet or S.D. cap as ordered (*a*). ——— Small ribands of orders, decorations and medals to be worn on the breast. The width of ribands of orders to be of the size of the ribands of the companionship or membership of orders. ——— Haversack. Waterbottle. Field-glasses (*b*). Field message book (A.B. 153). Revolver (*b*). Ammunition pouch (*b*). Compass (*b*). Greatcoat, waterproof coat, or waterproof sheet. Brown leather gloves. Anti-gas respirator.	(1) Active Service. (2) Training. (3) Manœuvres. (4) Marches. (5) As may be specially ordered.	(*a*) The soft S.D. cap (Tam O'Shanter in Scottish Regiments) is carried or worn by all services on active service, at training, and on manœuvres. The forage cap (with drab cover) will be worn by general officers and substantive colonels. The articles to be carried on active service are detailed in the Field Service Manuals. The steel helmet will be carried on the shoulder when not worn. (*b*) Revolver, field-glasses and compasses will only be carried by officers of those units who are supplied with these articles under Equipment Regulations. Ammunition pouch will only be worn when revolver is carried. ——— *Abroad*.—Khaki drill clothing as may be ordered. The khaki helmet takes the place of the forage cap or S.D. cap.

No. and type of Dress (1)	Articles (2)	Occasions when worn (3)	Remarks (4)
1. FULL DRESS—MOUNTED.	Full dress head-dress. Tunic. Pantaloons (*a*). Butcher boots (*a*) Spurs. White leather gloves (black in Rifle Regiments). Orders, decorations and medals.	(1) State ceremonies.* (2) Royal escorts. (3) Guards on Royal Residences. (4) Guards of Honour (5) Guards in London and Edinburgh and on garrison duties as may be ordered by G.Os.C. (6) As may be specially ordered.	(*a*) Field Marshals will wear white leather pantaloons, jacked boots, and will carry the baton except at funerals unless otherwise ordered. *The following occasions will be considered State ceremonies:— (i) when the Sovereign or the representative of the Sovereign is present; (ii) the parade in celebration of the birthday of the Sovereign; (iii) when specially ordered on the occasion of any parade or ceremony at which a member of the Royal Family is present.
2. FULL DRESS—DISMOUNTED.	Full dress head-dress. Tunic. Overalls (*a*). Wellington boots. White leather gloves (black in Rifle Regiments). Orders, decorations and medals.	*For dismounted officers—* As in No. 1 dress. *For all officers at—* (1) General courts-martial. (2) Church parades. (3) Ceremonies and entertainments when it is considered desirable to do special honour to the occasion. (4) Funerals. (5) As may be specially ordered.	(*a*) Officers of the Foot Guards, other than C.Os., officers second-in-command and adjutants, will wear trousers instead of overalls. On certain occasions officers permanently in command of companies will wear overalls.
3. FULL DRESS—LEVÉES AND COURTS.	Field Marshals— No. 1 full dress—mounted. All other officers— As for No. 2 dress with the following exceptions:— White kid gloves in lieu of leather.	Levées and Courts.	Officers of Highland regiments will wear the special articles of levée dress as laid down in Dress Regulations. Officers not in possession of full dress uniform of their rank, when attending courts, state balls, or other evening entertainments at Court, may wear the alternative Court dress described below, and when attending levées and

			(2) Swords will be worn. (3) Small ribands of orders, decorations and medals will be worn on the breast. *Broad* ribands, badges of orders, and neck decorations (other than the O.M. and C.H.) will not be worn One star only of an order will be worn (if in possession of more than one, that of the senior order will normally be worn). A star of a foreign order may be worn in addition, on appropriate occasions. (4) When officers are mounted, pantaloons and butcher boots will replace overalls and Wellington boots.
7A. UNDRESS.	As for No. 7 Undress with the exception that the forage cap will replace the cocked hat.	As may be specially ordered.	As above (No. 7, Undress) with the following exceptions:— (*a*) A star of an order will not be worn. (*b*) The O.M. and C.H. will not be worn. (*c*) Swords will be worn unless otherwise ordered.
7B. UNDRESS:	Serge frock. Pantaloons and Butcher boots } when mounted. Overalls and Wellington boots } when dismounted. Forage cap. Brown gloves. Small ribands of orders, decorations and medals to be worn on the breast. The width of ribands of orders to be of the size of the ribands of the companionship or membership of orders.	As may be specially ordered.	"Sam Browne" belt with frog and one brace will be worn. Swords will not be worn unless specially ordered.

Horse Furniture—Officers

965. Officers' horse furniture will include the head-rope in all orders of parade. On active service, and when specially ordered, mess-tins, nose-bags, picketing-gear and surcingle pads will be carried.

Branch of Service (1)	Full dress—mounted (2)	Marching order (3)	Drill order (4)
Staff.. ..	Saddle. Bridle complete. Wallets (when in full dress general officers wear the gold lace flounce over the wallets and the saddle-cloth). Greatcoat, when ordered, carried behind the saddle.	As for full dress—mounted but with field-glasses on off side and shoe cases on saddle and without gold lace cover, flounce and saddle-cloth for general officers. Greatcoat, rolled, behind saddle. Nosebag.	As in marching order, except that only one shoe case is carried.
Cavalry, R.A., R. Signals, and R.A.S.C.	Saddle. Bridle complete. Wallets. The greatcoat, when ordered, is carried behind the saddle.	As in full dress—mounted Field-glasses on the person, suspended by slings over the left shoulder, or attached to the belt at the right side. Greatcoat, rolled, behind saddle. Nosebag. Packed shoe case.	As in marching order, except that only one shoe case is carried.
R.E., Infantry, R. Tank Corps, R.A.M.C., R.A.O.C., R.A.V.C., and miscellaneous services	Saddle. Bridle complete. Wallets. Greatcoat, when ordered, is carried behind the saddle.	As for full dress—mounted, but with shoe cases on saddle, and greatcoat, rolled, behind saddle. Field-glasses on the person, suspended by slings over the left shoulder or attached to the belt at the right side. Nosebag.	As in marching order, except that only one shoe case is carried.

NOTE.—In drill order the greatcoat is not carried unless specially ordered.

Soldiers

966. Soldiers on detached duties not under arms, and when off duty out of barracks or when on furlough or pass at home stations, will wear waist-belts without side arms. Side arms will be worn by serjeants (in corps that have side arms) and corporals of Foot Guards. In mounted services the sword-belt will be worn only by soldiers of those units in which it is worn over the tunic. When greatcoats are worn by soldiers walking out, the waist-belt will be worn inside, and the greatcoat will be drawn in at the waist by means of the cloth band at the back, except by N.C.Os. and men of the brigade of guards, who will wear the waist-belt outside the greatcoat.

967. A soldier going on pass or furlough will not take any arms or accoutrements other than the waist-belt, except in the case of serjeants and corporals of the Foot Guards and of serjeants of other corps, who will take side arms.

971. The orders of dress for soldiers on different occasions are given below. These orders will be read in conjunction with the clothing and equipment regulations.

No. and type of Dress (1)	Articles (2)	Occasions when worn (3)	Remarks (4)
1. FULL DRESS—MOUNTED.	Full dress head-dress. Tunic. Pantaloons. Jack boots (Household Cavalry). Jack spurs. Ankle boots } Mounted troops other than Blue puttees } Household Cavalry. Clasp knife and lanyard. Decorations and medals. Arms and accoutrements, and greatcoat rolled on saddle as may be ordered.	(1) State ceremonies. (2) Royal escorts. (3) Guards on Royal residences. (4) Guards in London, Edinburgh and on garrison duties as may be ordered by G.Os.C. (5) Guards of honour. (6) As may be specially ordered.	*Horse Furniture, &c.* Saddle and bridle complete. Head rope. Wallets (Household Cavalry only). Shoe cases (except R.A.). Nosebag (when ordered).
2. FULL DRESS—DISMOUNTED.	Full dress head-dress. Tunic. Sash. (*a*) (Infantry warrant officers and serjeants (rifle regiments excepted).) Trousers. Wellington boots } Mounted Services. Swan-neck spurs } Ankle boots—Dismounted Services. Decorations and medals. Arms and accoutrements, and greatcoats as may be ordered.	*For Dismounted Units*— As in No. 1 dress. *For all units*— (1) General courts-martial. (2) Garrison boards and courts of inquiry. (3) Church parades. (4) Funerals. (5) As may be specially ordered.	(*a*) Shoulder sashes are worn over the right shoulder except in the Somerset Light Infantry, in which regiment they are worn over the left shoulder. They will be worn *over* the greatcoat when this garment is worn.
3. WALKING OUT.	As in No. 2 dress with the following exceptions:— *Forage Cap* in place of full dress head-dress. *Side Arms*—worn by serjeants and corporals in Foot Guards and by serjeants in other corps. *Waist-belt*—worn under the greatcoat when that garment is worn, except by Foot Guards. *Sword-Belt*—worn only by soldiers of those units in which it is worn over the tunic. *Waterproof Cape* (optional garment).—May be worn in wet weather when it is too warm for the greatcoat to be worn in comfort;	(1) On furlough or pass. (2) Walking out.	*Abroad.*—Khaki drill clothing and khaki helmet as may be ordered.

968. Arms and accoutrements as may be ordered will be carried on parade in all orders of dress. In mounted services buff sword-belts and swords will be worn in review order only. In other orders of dress, swords will be carried in frogs on the saddles, edge to the rear, except by R.H.A., who carry the sword in review order only. The lance will be carried by men of lancer regiments on ceremonial parades.

969. Overalls will be worn at recruits' drill, and on all fatigues in barracks or camp, and on all occasions when their use will save the men's clothing. In cold weather overalls may be worn over, and in warm weather without, the service dress.

970. Men of mounted units will wear at stables when quartered in barracks the wood-soled shoes provided for the purpose.

5. SERVICE DRESS—DRILL ORDER.	As in *No.* 4 dress with the following exceptions:— (1) Greatcoat and mess tin will not be carried on the horse by mounted men. (2) Full equipment will not be carried by dismounted troops. (3) Stiff pattern S.D. caps in place of steel helmet or soft pattern S.D. cap (*a*). (4) Arms and accoutrements, and horse furniture as may be ordered.	(1) Divisional and brigade parades as may be ordered. (2) All ordinary drills. (3) Riding school and regimental duties. (4) District courts-martial. Courts of inquiry and boards. (5) Escorts (with side arm only). (6) As may be specially ordered.	(*a*) Household Cavalry and Foot Guards wear the forage cap—other units the stiff pattern S.D. cap, Scottish regiments, the Tam O'Shanter. *Abroad.*—Khaki drill clothing as may be ordered. Khaki helmet in place of S.D. cap.

No. and type of Dress (1)	Articles (2)	Occasions when worn (3)	Remarks (4)
4. SERVICE DRESS—MARCHING ORDER.	Ammunition, S.A.* Bandolier (mounted men). Boots, ankle. Bottle, water (filled). Box respirator.† Cap, S.D. Dressing, field.* Gloves, worsted (winter only). Haversack. Helmet, steel§ Iron ration.* Jacket, S.D. Knife, clasp, with lanyard (mounted men). Pantaloons (mounted men). Pay book.* Puttees. Ribands of medals and decorations. Sheet, ground†† (dismounted men). Spurs, jack (mounted men). Tin, mess and cover (dismounted men). Trousers, S.D. (dismounted men). Web equipment, complete (dismounted men). *Carried on the horse (mounted men).* Greatcoat (mounted men). Sheet, ground (mounted men). Tin, mess, and strap (mounted men).	(1) Active service.‡ (2) Manœuvres. (3) Field and weapon training. (4) Marches. (5) Annual range courses (as laid down in training manuals). (6) Guards,‡ when full dress is not worn.	On active service and on those occasions when the steel helmet is worn the soft pattern S.D. cap is carried by all services (Scottish regiments, the Tam O'Shanter). *Abroad.*—Khaki drill clothing as may be ordered. *Horse furniture.* Bag, nose. Bucket, water.* Cases, shoe, packed. Net, hay.* Pad, surcingle. Rope, head. Rope, heel.* Rope, picketing.* Saddle and bridle, complete. *Active service only. †Not carried on occasion (6). ‡The greatcoat will be carried on occasion (1) only by dismounted personnel of units for which no special provision for carriage of greatcoats in or on the transport has been made, and on occasion (6) by all dismounted men. §Not worn on occasions (2), (4) and (6). On occasions (3) and (5) to be worn only sufficiently often to accustom troops to its use. ††Will be carried on occasion (1). On occasions (2), (3), (4) and (5) will be carried, when ordered, by troops for whom it is authorized as an article of peace equipment. Will not be carried on occasion (6).

commander of a guard will be inspected daily by an officer, and handed over on relief to the commander of the relieving guard.

980. (*a*) When ammunition is in the possession of the men, it will be inspected at the daily morning parade by an officer, and any loss or damage will be reported.

(*b*) Similarly, before men are dismissed from any parade for which ball ammunition has been issued, an officer will ascertain that none remains in their rifles, magazines, pouches or bandoliers. The men will also be reminded on such occasions that they are not allowed to have any ball ammunition in their possession. After firing with ball ammunition, a certificate will be rendered to the effect that all unexpended rounds of ball ammunition have been collected or otherwise accounted for.

(*c*) Drill cartridges may be issued to the men for practice in rapid loading in their spare time. Company, &c., commanders will satisfy themselves by frequent inspections that the drill cartridges are correctly accounted for.

(*d*) Drill cartridges will not be carried on any parade during which ball or blank ammunition is used.

981. A unit moving from one station to another will take [illegible] only the quantity of ammunition required to provide sufficient [illegible] with 20 rounds for each man, unless otherwise specially [illegible] G.O.C.-in-C. Any additional ammunition in charge of the [illegible] handed over to the ordnance officer at the station before the [illegible]

982. All ammunition in regimental charge will be [illegible] once a month by the C.O., who will see that it is [illegible] of safety.

983. As damage may be done to rifles by [illegible] ammunition, the use of any ammunition, whether [illegible] except that provided by government, is forbidden.

2. REWARDS IN THE [illegible]

984. With a view to immediate rewards [illegible] limited number of honours will be placed [illegible] in the field. The number will [illegible] operations.

3. MEDALS [illegible]

Grant and [illegible]

985. The Army Order [illegible] instructions as to the [illegible] The medals will be issued [illegible]

(*a*) For effective [illegible]

(*b*) For non-effective [illegible]

subject [illegible]

insane or [illegible]

986. Medals [illegible] other units will be [illegible] which cannot be [illegible] State, The War Office [illegible]

Equipment

972. Water will not be kept in the water-bottle when the bottle is not in use.

973. The haversack will be worn over the right shoulder except by men of the R.H.A., personnel of the R.A. equipped as mounted men, and mounted men of the R.E. and R.A.S.C., who will wear it over the left shoulder. The sling will be worn under the waist-belt, the haversack hanging outside the side arm with the top below the lower edge of the belt (in line with the top of the bayonet scabbard, if side arms are worn). If carried in review order the haversack sling will, when the belt is worn under the tunic or jacket, be shortened so that the top of the haversack is 4 inches above the elbow. The haversack will be worn by all ranks in marching order; on other occasions it will be carried only when ordered for use, and will not be worn rolled up.

974. On the line of march the soldier should have in his possession the spare field kit—the surplus kit being carried in kit-bags at the public expense.

975. When soldiers of cavalry and infantry are transferred from one squadron or company to another, in the same regiment or battalion, their arms and accoutrements will be transferred with them.

Small Arm Ammunition

976. In time of peace, ball ammunition will never be in the possession of the men, unless the G.O.C.-in-C. considers it necessary to authorize an issue of service ball ammunition for a special purpose.

977. In no circumstances will drill cartridges be kept in, or issued from, the same store as that used for ball or blank ammunition.

978. The issue of ammunition from the regimental or depot magazine will be made by the quartermaster or other responsible officer. Such officer will not entrust the key of the magazine to anyone. The company, &c., commander will inspect all ammunition issued for the use of his company, &c., and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the men, and will be responsible for its return to the magazine.

979. (*a*) The requisite ammunition for escorts (except escorts for soldiers in custody) and for parties in aid of the civil power will be issued to them before going on duty. Similar action will be taken in the case of guards, except that, in their case, the ammunition at home stations will normally be kept in bulk under the charge of the commander of the guard and will only be issued to sentries in exceptional circumstances.

(*b*) Whenever ammunition has been issued to the men it will be collected in the presence of an officer after the duty has been performed, and returned into the magazine. When issued to a sentry at a home station the ammunition will be handed over by him to his relief, and when the reason necessitating the issue has ceased to exist it will be returned to the charge of the commander of the guard. Ammunition held by the

of the nature specified in Article 1140, Pay Warrant, 1926. When recommended under (i) or for gallantry under (ii) a full report on A.F. W 3121 should be rendered in duplicate to the War Office through the usual channels at the time of the occurrence. When recommending for gallantry under (i) or (ii), the G.O.C. should record his opinion whether the case merits the grant of the additional pension of 6*d.* a day, should the man ultimately be discharged with a pension. No other documents are required.

(*b*) A recommendation for registration for the medal and annuity for valuable and meritorious service under (*a*) (ii) may be submitted only if the candidate has served for 21 years with the colours (except in the case of invalids, who may be recommended if discharged after 18 years' service), has served in a regular unit in or above the rank of serjeant, is in possession of the medal for long service and good conduct, and has been awarded an exemplary character on discharge.

(*c*) The annuity in respect of the medal is limited to ranks above that of corporal.

(*d*) The following instructions will be followed when submitting applications for registration as above:—

(i) Recommendations will be in letter form, accompanied by certified copies of the conduct sheets and records of service on A.F. B 200. They will be forwarded direct to the War Office by the O.C. the regular unit to which the candidate belongs.

(ii) Applications for registration of candidates who have been discharged, or are not serving with regular units, will be submitted to the O.C. the last regular unit with which the candidate served, or to the officer i/c records, for his recommendation and transmission to the War Office.

(iii) The character on discharge and the pension awarded will be stated in the case of pensioners.

(iv) In the case of registered candidates who are permitted to continue in the service after the completion of 21 years with the colours, a final copy of their record of service (A.F. B 200) will be forwarded direct to the War Office within one month after the date of their discharge by the O.C. the last unit in which the warrant officer or serjeant served. This will contain an entry showing the character and pension awarded.

(v) No covering letter is required to accompany such records of service, but the forms should contain the words "Candidate for M.S. Medal" in red ink at the top.

(vi) The possession of the medal for gallant conduct or devotion under (*a*) (i) or for gallantry under (*a*) (ii) above does not qualify for the annuity; but a soldier above the rank of corporal holding the medal for such services may be recommended for registration for the annuity if and when he fulfils the other conditions required for registration for the medal and annuity under (*b*) above.

Good Conduct Medal

998. (*a*) The Good Conduct Medal is a reward for long service with irreproachable character and conduct. When initiating a recommendation the C.O. is the sole judge of the standard of conduct required, and will be responsible for recommending only such soldiers as are in every way worthy of this distinction and whose character has been exemplary.

987. Letters containing medals will be registered and receipts must be obtained from the persons to whom they are sent.

988. When troops proceed on active service, the medals of N.C.Os. and men serving abroad will be placed in safe custody under arrangements sanctioned by the G.O.C.-in-C., and the officers i/c records will be notified thereof. Medals of men proceeding from home will be sent to officers i/c records. In both cases the officers i/c records will be furnished with nominal and descriptive lists. When reservists rejoin the colours on mobilization their medals will be similarly dealt with. A special note will be kept of all reservists entitled to wear medals who rejoin without them, to prevent replacement claims being made on demobilization.

989. On board transports when troops are proceeding to, or returning from, abroad, all medals and decorations of soldiers will be handed over to the O.C. troops for safe custody during the voyage.

990. Medals will never be placed in store attached to tunics or frocks.

991. Medals left behind by a soldier who absents himself without leave and is declared by a court of enquiry to be illegally absent will be forwarded to the War Office.

992. (*a*) An officer receiving medals for issue will arrange for their safe custody.

(*b*) When medals are presented to individuals receipts will be obtained from the recipients.

993. The grant, forfeiture and restoration of medals will be recorded on the military history page of a soldier's attestation. When medals are issued to a man after he has left the colours, the officer i/c records will enter the grant in the man's discharge or transfer documents (A.F. B 268).

Wearing of Ribbons

994. When the grant of a medal has been notified in Army Orders, and medal rolls have been submitted, the G.O.C.-in-C. may, pending the issue of the medal, authorize the wearing of the regulation ribbon by all ranks whose names have been entered on the rolls. The ribbon will be issued free from the Royal Army Clothing Factory, but indents will not be made until it has been notified that the ribbon is ready for issue.

Victoria Cross, Distinguished Conduct Medal, Military Medal, and Meritorious Service Medal

995. Recommendations for the Victoria Cross, Distinguished Conduct Medal, or Military Medal, accompanied by statements of the services rendered, will be addressed to the War Office through the usual channels.

996. When a soldier in possession of the Victoria Cross forfeits his medals or decorations, a report will be made to the Under-Secretary of State, The War Office, with a view to the King's pleasure being ascertained as regards the retention or forfeiture of the Victoria Cross.

997. (*a*) The form and time of recommendation for the grant of the Meritorious Service Medal depend on whether it relates to (i) devotion to duty in a theatre of war, or gallant conduct in a theatre of war otherwise than in action; or (ii) valuable and meritorious service, or gallant conduct

are empowered on such recommendations to award the medal to soldiers serving in their commands who come within the conditions laid down in paras. 998 and 999 and merit the award. G.Os.C.-in-C. will submit to the War Office for consideration any cases which, although not recommended by the board, they consider merit the award of the medal. They will forward to the War Office a list of soldiers to whom they have awarded medals, stating in each case the date of qualification, number, substantive rank, full name, unit on date of qualification, service in India, and total colour service, but the awards will not be considered complete and will not be published locally until the names appear in Army Orders. If the unit is a non-regular or extemporized unit, the last regular regiment or corps served with, and the number and rank in such, will also be specified. If a recommendation is not approved by the G.O.C.-in-C. the fact will be recorded by the soldier's C.O. in a certificate which will be preserved with the duplicate attestation. The C.O. will forward a signed copy of the memorandum to the officer i/c records for retention in the original attestation.

(*b*) Recommendations of soldiers serving in the command of an officer who holds rank below that of colonel-commandant will be forwarded to the War Office with the proceedings of the board, copies of conduct sheets and statement of services (A.F. B 200). The original conduct sheets will be returned to the units. In India, boards will be assembled by divisional commanders who will award the medal as above.

1004. The medal, if granted, will be disposed of as laid down in para. 985. The medal of an individual still serving will be presented at a review order regimental parade. If the unit is quartered with other troops, the C.O. will report the receipt to the O.C. troops at the station, who may order a general parade for the presentation.

Acceptance and Wearing of Non-Military Medals granted for Acts of Gallantry

1005. (*a*) The only British non-military medals allowed to be worn when in uniform, are:—

(i) "The Albert Medal"; "The Edward Medal"; "The Board of Trade Medal"; "The Medal of the Order of St. John of Jerusalem";

(ii) the medals of the Royal Humane Society and "The Stanhope Gold Medal" awarded by that body; and "The Medal of the Royal National Lifeboat Institution".

(*b*) Not more than two of these medals may be worn for one act of gallantry, viz: one official, and if awarded, either the Royal Humane Society's medal, the Stanhope Gold Medal or the Royal National Lifeboat Institution's Medal. In no circumstances can medals awarded by private societies be permitted to be worn. As far as possible, this restriction also applies to medals awarded by foreign governments. Where a foreign government medal and a British medal are awarded for the same act of gallantry, the foreign medal may be worn only on occasions of ceremony when representatives of the country concerned are present.

1006. (*a*) No restriction is imposed on the acceptance of any medal, British or foreign, which it is not intended to wear. The Army Council reserve the right of determining which of several medals awarded may be worn.

(*See* para. 403.) When a soldier is eligible by length of service (18 years with the colours), regard will be had to his conduct and character throughout his service, and to the number and nature of offences recorded in his conduct sheets, irrespective of the punishments which may have been awarded.

(*b*) Service of a soldier under 18 years of age may be included in the 18 years' service required to qualify, also mobilized or embodied service in any militia or Territorial Force of the Empire or colour service in any permanent military force of the Empire, provided such service has not been reckoned towards the award of any other long service or efficiency medal. Service of European soldiers on the West Coast of Africa and in certain parts of the Sudan is allowed to reckon double, under the same conditions as laid down in the Pay Warrant for counting double service towards pension.

999. When a soldier awarded the medal is convicted of an offence which renders him ineligible for an exemplary character under para. 403, and in any other case where the C.O. considers that the soldier's conduct has been such as to disqualify him from wearing the medal, the C.O. will at once report the case, with full remarks and certified true copies of conduct sheets, to the Under-Secretary of State, The War Office, for consideration under the Pay Warrant.

1000. When any warrant officer, N.C.O. or man completes 18 years' colour service and fulfils the conditions laid down in para. 998, a company, &c., commander will bring the soldier's name to the notice of the C.O.; but the fact that a soldier fulfils the conditions gives him no claim to the medal. If a soldier fulfils the conditions, but is not recommended by his C.O., the latter will record the fact in a certificate to be preserved with the duplicate attestation; he will also forward a signed copy of this certificate to the officer i/c records to be retained with the original attestation. When recommendations are delayed after a soldier has completed 18 years' service the reason for the delay will be recorded.

1001. Recommendations for the Good Conduct Medal will be forwarded to the G.O.C.-in-C. on 1st January and 1st July, accompanied by the original regimental and (where they exist) company conduct sheets for the whole of the man's service and certified copies of his record of service and civil convictions, if any. If the original conduct sheet has been lost, a new sheet will be substituted for it, and the recommendation will be forwarded, supported by this, and by a certificate from the C.O. that the soldier is not ineligible for the award of an exemplary character by reason of entries in any official document in his custody. The recommendation of the soldier's C.O. will be required in every case, and the underlying principle as expressed in para. 998 will be maintained. Blank returns on A.F. B 176 will not be rendered.

1002. Recommendations of N.C.Os. serving on the permanent staff of T.A. or Supplementary Reserve units will be submitted to the G.O.C.-in-C. by Os.C. units through the usual channel.

1003. (*a*) A G.O.C.-in-C. will, at the end of each half-year, assemble a board of three combatant field officers to consider applications for the Good Conduct Medal. The board will examine all documents, and particularly the conduct sheets. They will then forward the applications to the G.O.C.-in-C. reporting in each case whether the man is eligible and whether they recommend the award of the medal. G.Os.C.-in-C.

who will, if practicable, take steps to effect recovery and, failing recovery, will record his opinion as to whether the loss occurred—

(i) when the soldier was on duty and from causes entirely beyond his control;

(ii) by accident; or

(iii) wilfully.

(*b*) Under (*a*) (i) and (ii) applications to replace the lost medals may be at once submitted, in the case of troops serving under the Indian Government, in accordance with regulations and orders for the Army in India, and in all other cases direct to the Under-Secretary of State, The War Office, on A.F. B 177, with the original record of evidence taken by the company, &c., commander. Where no testimony as to the loss, except that of the soldier himself, is forthcoming, the C.O., except in very special circumstances, which he will record, will take the man's character into account in forming his opinion. If application is made for replacement at the public expense the conditions of para. **1008** (*a*) will apply.

(*c*) In cases under (*a*) (iii) the soldier will be dealt with under Section 24 of the Army Act, and, if convicted, particulars of the conviction will be submitted with A.F. B 177.

1011. An application from an ex-soldier for medals to replace those lost by him must be accompanied by a statutory declaration as to the circumstances under which the original medals were lost and the steps taken to effect recovery. Replacement will be on prepayment only, and new decorations or medals will not be issued until two months have elapsed from the date of the loss.

Forfeiture and Restoration of Medals

1012. The conditions under which orders, decorations and medals are forfeited and restored are laid down in the Pay Warrant. Os.C. will submit to the Under-Secretary of State, The War Office, for decision, all cases in which orders, decorations and medals are liable to be forfeited under the Pay Warrant, and will withdraw them pending a decision.

1013. Any commemorative war medal, forfeited by an officer or soldier who, subsequent to 4th August, 1914, is accepted for re-enlistment will be restored, provided that he truthfully declares all former service upon such re-enlistment, or is subsequently retained for service upon the declaration or detection of such former service.

1014. Forfeited medals will be forwarded at once to The Under-Secretary of State, The War Office.

Medals of Soldiers Discharged as Lunatics and of Deceased Officers and Soldiers

1015. Medals of a soldier, who on discharge is sent to a mental hospital or handed over to parish authorities, will be forwarded by the officer who carried out the discharge to the Under-Secretary of State, The War Office, with a notification of the date of discharge, and the institution to which the man has been sent.

(*b*) Whenever any of the above medals are awarded to officers or soldiers, the fact should be reported to the Under-Secretary of State, The War Office, for the necessary authority to be issued for the distinction to be worn.

(*c*) A C.O., in putting forward a soldier's claim for the Royal Humane Society's medal, should do so on the form which will be furnished on application to the Society's office, 4, Trafalgar Square, London.

Foreign Orders and Medals

1007. Attention is drawn to the regulations respecting foreign orders and medals issued by the Foreign Office, and published from time to time in the official Army List, especially to the rule prescribing that "the intention of a foreign sovereign to confer upon a British subject the insignia of an order must be notified to His Majesty's Principal Secretary of State for Foreign Affairs either through the British minister accredited to the court of such foreign sovereign or through his minister accredited at the court of His Majesty". Until such notification has been made His Majesty's permission to accept and wear the decoration cannot in any case be granted. The provisions of the Pay Warrant governing the forfeiture of medals do not affect foreign medals and decorations. A medal or decoration awarded by a foreign power cannot under any circumstances be replaced.

Loss and Replacement of British Orders, Medals, &c.

1008. (*a*) Every precaution will be taken to ensure that the insignia of British military orders, decorations and medals do not come into the possession of unauthorized persons. Where the loss is incurred by a serving officer or soldier, and is due entirely to unavoidable circumstances arising out of the exigencies of the service, lost decorations or medals may be replaced at the public expense, but losses due to the circumstances and accidents of private life will not be chargeable to the public. The decision in all cases will rest with the Army Council.

(*b*) Campaign medals lost after the death of the recipient cannot be replaced.

1009. (*a*) A serving officer who loses any insignia will immediately report the loss to his C.O. who will, if practicable, take steps to effect recovery. Failing recovery, an application for replacement, on prepayment or otherwise, may be submitted, with an explanation of the circumstances, through the usual channels to the Under-Secretary of State, The War Office.

(*b*) An officer no longer on the active list may, after taking reasonable steps to recover a lost decoration or medal, submit an application for replacement on prepayment direct to the Under-Secretary of State, The War Office, but duplicates will not be issued until two months have elapsed from the date of the loss.

1010. (*a*) Soldiers' decorations and medals will be shown at kit inspections. When a soldier loses a decoration or medal he will immediately report the fact to his company, &c., commander, who will record all available evidence regarding the loss and submit it to the O.C. the unit,

SECTION XI.—MOVEMENT OF TROOPS, HORSES BAGGAGE AND STORES, DURING PEACE

1.—AT HOME

General Instructions

1017. (*a*) At home movements of mounted units and detachments of mounted units will be carried out by march route where this is the cheapest method, but in exceptional circumstances rail conveyance by the cheapest route will be employed.

(*b*) A mounted detachment with 50 or more horses, proceeding by march route, will be attended by a farrier.

1018. Movements of dismounted troops will, when the distance is too great for a single march, and it is not desirable to carry out the movement by a series of marches, be effected by the cheapest railway route. Sea conveyance between one part of Great Britain and another should, as a rule, be adopted only when more convenient than rail or march.

1019. (*a*) When animals are transferred from one unit to another the O.C. the unit who sends the animals will obtain from the veterinary officer in charge a certificate on A.F. O 1640, which will be despatched on the day on which the animals leave the unit. A.F. A 2003 will accompany all animals imported from Great Britain into Northern Ireland, Lough Swilly Defences, or South Irish Coast Defences.

(*b*) The C.O. is responsible for ensuring that sufficient opportunity is given to the veterinary officer to inspect the animals before leaving the unit.

1020. When a unit is to proceed from one command at home to another,* the C.O. will—

(*a*) On being placed under orders, transmit a duty state (A.F. B 230) to the G.O.C.-in-C. the command to which he is proceeding.

(*b*) On receiving the order to move, forward A.F. F 748 to the officer i/c supplies, both of the command which he is leaving and the command to which he is proceeding, and immediately notify any subsequent change in the date of movement.

1021. An armed party consisting of 20 men or more will not proceed on any duty unaccompanied by an officer. An unarmed party of 20 men or more, moving by rail, will also be accompanied by an officer. An armed party of two or more armoured cars or tanks will be accompanied by an officer.

1022. Individual soldiers, escorts, and parties likely to be detained in London (except those belonging to the Household Troops), will be directed to report themselves to the garrison serjeant-major at the Central Recruiting Depot, Whitehall, S.W.

* *See also* para. **1036.**

1016. (*a*) The medals of an officer dying in the service, whether issued before or after his death, will be disposed of as follows:—

(i) If there is a will the medals will be sent to the person who, in the opinion of the Secretary of State, is named in the will as being intended to receive them, or any articles which would, in the opinion of the Secretary of State include them, or as being a general or residuary legatee of the estate.

(ii) In default of and subject to any such testamentary disposition the medals will be sent to the next-of-kin in the following order of relationship:—widow, eldest surviving son, eldest surviving daughter, father, mother, eldest surviving brother, eldest surviving sister, eldest surviving half-brother, eldest surviving half-sister.

(iii) In the case of a universal or residuary bequest to more than one person either in common or jointly or where medals cannot be disposed of as in (i) or (ii) above, they may be sent to any relative or other interested party, who, in the opinion of the Army Council, will preserve them with due care as a memorial of the deceased.

(*b*) The medals of a soldier dying in the service will be forwarded to the Under-Secretary of State, The War Office, with a view to disposal as in (*a*) (i), (ii) or (iii) above.

---

by rail, the nature of conveyance, whether by horse-box or cattle-truck and whether by passenger or goods train, should be stated on the route.

1031. Duplicates, or copies, of routes will not be furnished when the originals are missing, but, on application being made to provide vouchers for accounts, a memorandum (not on the printed form of route) may be furnished, setting forth particulars of the orders inserted in the original route.

1032. Routes are of five descriptions:—

(*a*) General (or headquarters) routes.
(*b*) District routes.
(*c*) Regimental routes (not available for billeting).
(*d*) Deserter routes.
(*e*) Recruiting service routes.

1033. (*a*) General (or headquarters) routes are issued by the Quartermaster-General, The War Office, and will be used in the following cases, irrespective of numbers:—

(i) For units of the regular forces (as defined on page xiv) moving from one command to another at home.
(ii) For troops or individuals proceeding to ports of embarkation at home for service abroad.

(*b*) The completion of moves of units on headquarters routes, other than those on embarkation for foreign service, will be notified to the Under-Secretary of State, The War Office by letter by the G.O.C.-in-C. the command to which the unit has moved.

1034. (*a*) The G.O.C.-in-C. will delegate to officers, to be named by him, the power to issue district routes for all necessary movements within the command. He may also empower divisional and brigade commanders (as defined in para. **19**) to issue district routes (not connected with the change of quarters of units of the regular forces) between his own and other commands at home for—

(i) Parties of recruits from depots to corps.
(ii) Parties proceeding to and from artillery or musketry practice.
(iii) Units of R.A. proceeding to and from practice camps.
(iv) Such other movements as are necessary and contemplated by regulations.

(*b*) Issuers of district routes should obtain receipts for them on A.F. A 26 from the officer to whom they are issued.

1035. Returns will be forwarded monthly to the G.O.C.-in-C. of all district routes issued under delegated authority, and will be examined at command headquarters, with special reference to the actual necessity of the journeys ordered and to their correctness under regulations.

1036. (*a*) All movements of squadrons, batteries, companies, or larger units, to be carried out on district routes, will be reported by the G.O.C.-in-C to the Under-Secretary of State, The War Office, on A.F. B 185 as soon as the date for the movement is fixed. When the movement is out of the command, a similar notice will also be sent to the G.O.C.-in-C: the command into which the troops are to move.

(*b*) Marching states, on A.F. B 230, will be furnished by the C.Os. of units and detachments over 20 to the O.C. at both the old and new

1023. Officers and warrant officers, Class I, proceeding without troops for temporary duty to a military station where they are likely to be detained for more than seven days (exclusive of the days of arrival or departure) will, on arrival, be attached to troops and provided with quarters or placed on the lodging list. Warrant officers, Class II, N.C.Os. and men on arrival at a military station on temporary duty will be attached to the troops for quarters and rations.

1024. (*a*) When a party is proceeding on duty, or on furlough, the officer in command will send notice beforehand to the railway and steamship companies, if the party exceeds six.

(*b*) If the number of men to move exceeds 40 by rail, or 20 by steamship (or combined rail and steamship), or whenever horses are being moved, the notice will be accompanied by a statement showing the number of officers, men, families, horses, guns, &c., to proceed.

Routes

1025. Movements of troops, individual soldiers, re-employed pensioners, and of horses, are executed under the authority of routes. As a rule, no soldier or horse will be moved before the requisite route has been obtained. Routes are not required for the journeys of officers, nurses, warrant officers, Class I, schoolmistresses or soldiers' families travelling without troops.

1026. In the absence of special instructions from the War Office, individual officers, nurses, warrant officers, Class I, and civilian subordinates will not proceed on journeys before authority has been obtained. Application for such authority will be made on A.F. A 25. In cases of extreme urgency the journey may be undertaken in anticipation, but application should be made for covering approval, with a clear statement of all the circumstances.

1027. A G.O.C.-in-C. may delegate to officers to be named by him the power of ordering journeys for certain defined purposes. As a rule this power should only be delegated to officers at out stations where reference to command headquarters would involve a loss of time. The names of the officers to whom the power to order journeys is delegated will be published in command orders.

1028. A route is the authority for—

(*a*) The movement itself.
(*b*) The recovery of miscellaneous charges, including travelling allowances.
(*c*) The claim to secure military rates of conveyance.
(*d*) The provision of billets by the police, when required.

1029. If troops moving on separate routes to or from two or more stations could proceed together for any part of the journey the face of each route will bear a reference in red ink to the others. This is only necessary when the numbers proceeding together in Great Britain, or between Great Britain and Northern Ireland, Lough Swilly Defences, or South Irish Coast Defences, are more than 150.

1030. Every route should detail how the movement will be effected, and, where railway or steamship conveyance is involved, the stages of the journey to be taken should be clearly indicated. When horses are moved

at command headquarters with special reference to the actual necessity of the journeys ordered, and to their correctness under regulations.

1039. Deserter routes will, in the case of the regular forces, be issued by the O.C. of a unit in the circumstances mentioned in paras. **586** and **591.**

1040. Recruiting service routes (A.F. O 1737) will be issued for recruiting purposes and for all transfers of classes (i) (*a*) and (*b*), *see* para. **302,** by Os. C. recruiting zones.

Travelling Warrants

1041. Travelling warrants will be issued for all military passengers travelling on duty except when cheap tickets can be obtained at less cost than the fares at military rates.

1042. (*a*) The following Army Books will be used for warrants:—

(1)	(2)
(i) Army Book 205. By officers, officers' families when entitled to travel at the public expense, members of Q.A.I.M.N.S., and Q.A.I.M.N.S.(R.)	For travelling on military duty without troops in the United Kingdom, Irish Free State, and the Channel Islands.
(ii) Army Book 422. (*a*) By officers (and their families when entitled to travel at the public expense) travelling with troops, soldiers, and families on the married quarters roll, also by families not on the married quarters roll when warrants are issuable to them under these regulations or under Allowance Regulations.	(*a*) For railway journeys in the United Kingdom, Irish Free State, and the Channel Islands.
(*b*) For conveyance of bodies of deceased officers, nurses and soldiers.	(*b*) When sent by rail under Allowance Regulations to the relatives for burial.
(*c*) For railway journeys of animals at the public expense other than those detailed under (iii) below.	
(iii) Army Book 391. For army remounts proceeding from the place of purchase to join the Army for the first time only.	For railway journeys in the United Kingdom, Irish Free State, and the Channel Islands.

(*b*) Officers issuing warrants will observe the instructions printed thereon and on the cover of these Army Books.

1043. (*a*) Warrant books and railway concession vouchers should be kept under lock and key, and the officers entrusted with them will be responsible for any improper use of the forms. On being relieved they will hand over the books to their successors, obtaining a receipt.

(*b*) In the event of a unit being disbanded or proceeding overseas for service abroad, complete unused books of railway warrants (A.Bs. 205 and 422) will be returned to the Under-Secretary of State, The War Office, Army Forms Depot, Searles Road, London, S.E. 1. A notification of despatch will be sent. A receipt for the books received will be sent to the unit.

(*c*) Partially used books, and counterfoils of used books, will be forwarded to the command paymaster of the command concerned, for record purposes.

(*d*) Immediately on receipt of the partially used books the command paymaster will destroy by fire all the unused warrants contained therein and record on the counterfoils that this has been done.

stations. When the unit or detachment moves from one command to another A.F. B 230 will also be sent to the G.Os.C.-in-C. of both commands if the numbers exceed 20.

(*c*) The completion of such moves on district routes will be notified to the Under-Secretary of State, The War Office, by letter by the G.O.C.-in-C. the command to which the troops have moved.

1037. (*a*) Regimental routes, not involving the use of billets, for the movement of parties not in excess of 10, may be issued by lieutenant-colonels commanding R.A., majors of R.A. commanding batteries or companies stationed singly, O.C., R.E. (of commands and sub-districts), Os.C. units (other than T.A. or Supplementary Reserve units), the Os.C., R.A.S.C., R.A.M.C., A.D. Corps, R.A.V.C. and R.A.O.C. in commands, O.C., R.A.P.C. under (*c*) (xiii), and heads of educational establishments. Adjutants of T.A. units may also issue regimental routes, not involving the use of billets, for journeys of the permanent staff of their units.

(*b*) Officers issuing regimental routes should be satisfied that the movement is covered by regulations.

(*c*) Regimental routes will be issued as above for the movements of:—

(i) Soldiers between units and depots at home.

(ii) Soldiers posted to the permanent staff of the T.A. or Supplementary Reserve.

(iii) Invalids to and from hospital or medical boards and conducting parties, detailed under para. **391**.

(iv) Soldier servants and officers' horses.

(v) Escorts for soldiers in arrest, to and from prison or detention barracks.

(vi) Military witnesses on court-martial duty.

(vii) Soldiers to and from authorized classes and schools of instruction.

(viii) N.C.Os. of the permanent staff of the T.A. or Supplementary Reserve, as required in the performance of their duties.

(ix) Armourers, under Equipment Regulations.

(x) R.E. personnel employed in connection with engineer services, and armament artificers in connection with armament duties.

(xi) N.C.Os. and men engaged on ordnance survey duties to, or from, annual musketry practice and instruction, or on being reposted to depot companies or other units. The routes for these services will be issued by the Director-General, Ordnance Survey.

(xii) Personnel of the R. Signals proceeding on attachment to or from the G.P.O. or employed on duties connected with fixed electrical communications or the classification of signallers.

(xiii) Individuals or horses ordered from headquarters.

(xiv) Regimental routes may also, in special cases, be issued under instructions from superior authority for a case in which a district route would normally be used.

(*d*) In the case of (*c*) (iii) above the routes of soldiers discharged from hospital will be issued in all cases by the O.C. the military hospital concerned. Routes for conducting parties detailed under para. **391** will be issued by O.C. unit furnishing the party.

(*e*) In cases (*c*) (xiii) and (xiv) above the authority must be quoted on the route.

1038. Officers issuing regimental routes will furnish monthly to the G.O.C.-in-C. a record of all routes issued. This return will be examined

(*a*) After the date of discharge or transfer to the Reserve, except in the case of illness of the soldier or his family, when the officer authorized to issue the warrant may defer the issue for such time as is considered necessary on medical grounds.

(*b*) On release from confinement in a civil prison at home.

(*c*) If the discharge is by purchase. A recruit enlisted in the United Kingdom who purchases his discharge under Section 81 of the Army Act while serving abroad will, however, if he does not elect to remain abroad, be given a railway warrant from port of disembarkation to the place of his discharge in the United Kingdom, but not from such place of discharge to ultimate destination.

(*d*) If discharged at request of parents or guardians in consequence of having made a false statement as to age on enlistment.

(*e*) If relegated to the Army Reserve after improper enlistment.

(*f*) If discharged in consequence of having, on enlistment, made a mis-statement as to marriage.

(*g*) If discharged in consequence of having, on enlistment, given incorrect information regarding the number of children dependent upon him.

(*h*) For any portion of the journey from the place of discharge to a selected place of residence in excess of the distance from the place of discharge to the place of enlistment, in the case of recruits who are discharged in consequence of having declined to be vaccinated or re-vaccinated after final approval.

Marches

1049. When ordered to proceed by march route, the C.O. will carry out the instructions as to recruiting on the line of march laid down in Recruiting Regulations.

1050. When a medical officer is temporarily attached to a mounted unit for duty on the line of march, the C.O. will provide him with a horse. A billet will be drawn for him and for the veterinary officer as in the case of regimental officers.

1051. The exemption of troops, under Section 143 of the Army Act, from the payment of tolls applies only to tolls established by Act of Parliament, and does not exempt troops from fees charged by private owners for permission to pass over their bridges or lands. Tolls authorized by Parliament can be ascertained by referring to the notice at the gate.

Billets

1052. (*a*) Parties proceeding on temporary duty to places at which troops are not quartered and at which there is no barrack accommodation will be accommodated in billets when not encamped.

(*b*) The following need not be billeted:—

(i) Officers, warrant officers, classes I and II, and N.C.Os. above class 19 when moving without troops.

(ii) Soldiers of classes 19 and 20—

(*a*) When serving on the permanent staff of the T.A. and travelling individually on duty in the recruiting area of their unit, or

1057. (*a*) When mounted units, or detachments of mounted units, are moved in special trains, troop horses will be conveyed in cattle-trucks. In severe weather, sheets for covering cattle-trucks may be obtained from railway companies by the O.C. the station from which the horses are being moved.

(*b*) When small numbers of horses, not sufficient for special trains, are to be moved a distance too great for a single march, a G.O.C.-in-C. may arrange for their being sent in horse-boxes by passenger train, if the length of the journey, the absence of through connections, &c., render it undesirable to move them in cattle-trucks by goods train.

(*c*) Officers' horses, in all cases, and troop horses when not exceeding three in number, should be sent in horse-boxes.

1058. (*a*) When trained horses are moved, the following conducting parties will be detailed:—

(i) When any portion of the move is by sea—a corporal or private for every 8 horses, with 1 N.C.O. in charge of the party.

(ii) When by rail only, if more than 2 truck loads are moved—a corporal, or private, for every 2 truck loads, with 1 N.C.O. in charge of the party.

(*b*) In other cases, no conducting party should be sent, but arrangements should be made with the railway company to water and feed the horses *en route*.

1059. If it is necessary to move sick or lame horses by rail, when the corps to which they belong is proceeding by road, the application for a route will be accompanied by a certificate from the veterinary officer specifying the reason of such horses being unfit to proceed by road. When a regimental route is issued for the journeys of such horses, the veterinary certificate will be attached to the return rendered in accordance with para. **1038.**

Entrainment of Personnel

1060. (*a*) When the number of troops to proceed is considerable, an advance party may be sent to the railway station on the day of entrainment to allot the carriages and trucks and make detailed arrangements. To facilitate the entrainment, the capacity of compartments or trucks allotted may be marked in chalk on the footboards. This marking should in no case be made on the doors or sides of the vehicles as this method causes damage to the paint.

(*b*) The approach of troops to the station will be reported to the superintending staff officer, or, in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entrainment, may be pointed out. The officer in command will, on arrival at the station, arrange the troops for entrainment, and tell off parties for entraining horses, guns, &c.

1061. In units on home service, the women and children (with any light baggage accompanying them) will be entrained before the arrival of the troops. The C.O. will, if necessary, indent on the R.A.S.C. for transport to the station, stating the weight of baggage.

1062. Baggage will, as a rule, be entrained prior to the arrival of the troops. The entrainment of horses, guns, and vehicles will, if possible, be conducted simultaneously and should be completed before that of the men has commenced.

floors under and around them must be used only for their gear, for emergency ramps for detrainment (when carried), and for the kits of men in charge of the truck.

1071. Wagons, or their parts, must be packed compactly on the trucks, but not so as to prevent the wagons being quickly unloaded from either side of the truck.

1072. In entraining vehicles, end loading from a dock should be used where facilities exist. If the ends of the trucks are let down the vehicles can be run on in a few minutes. When there are no facilities for "end-loading," trucks having sides that let down and side-loading from a platform come next in point of convenience.

1073. The load on a pontoon wagon will usually project beyond one end of the railway truck. An intermediate truck will therefore be placed between each pair of pontoon wagons, which should be loaded so that the loads project over the intermediate truck.

Cross-Channel Routes

1074. (*a*) The following are the cross-channel routes by which troops will be ordered to travel between Great Britain, Northern Ireland, Lough Swilly Defences, or South Irish Coast Defences, and the Channel Islands and Isle of Man. When, under the provisions of Allowance Regulations, the families of serving officers and soldiers are entitled to conveyance to and from their selected place of residence in the Irish Free State and soldiers on discharge or transfer to the Army Reserve, and their families, are entitled to conveyance to their selected place of residence therein, they will travel by the cheapest direct railway and steamship route.

Route. (1)	Company. (2)
Ayr and Belfast	Laird Line, Ltd.
Barrow and Belfast and Isle of Man	London, Midland, and Scottish Railway.
Fishguard and Cork..	City of Cork Steam Packet.
Fleetwood and Belfast	London, Midland, and Scottish Railway.
Fleetwood and Londonderry ..	London, Midland, and Scottish Railway.
Fleetwood and Douglas	Isle of Man Steam Packet.
Glasgow and Belfast	G. & J. Burns, Ltd.
Glasgow and Londonderry	G. & J. Burns, Ltd.
,, ,, ...	Laird Line, Ltd.
Heysham and Belfast	London, Midland, and Scottish Railway.
Heysham and Londonderry ..	Laird Line, Ltd.
Heysham and Douglas	London, Midland, and Scottish Railway.
Jersey and Guernsey and Southampton	Southern Railway (South-Western Section).
Jersey and Guernsey and Weymouth	Great Western Railway.
Jersey and Guernsey and Plymouth	Plymouth, Channel Islands, and Brittany Steamship Co., Ltd.
Guernsey and Alderney	Alderney Steam Packet Company.
Liverpool and Belfast	Belfast Steamship and Isle of Man Steam Packet.
Liverpool and Londonderry ..	Belfast Steamship.
Liverpool and Douglas	Isle of Man Steam Packet.
Liverpool and Newry	Dundalk and Newry Steam Packet.
Stranraer and Larne	Larne and Stranraer Steamship Joint Committee.

1063. (*a*) The entrainment will take place systematically under the orders of the O.C., who will detail the procedure to be followed. It should be complete five minutes before the time of departure.

(*b*) Similarly, detrainment will take place systematically under the orders of the O.C., who will detail the procedure to be followed and will ensure the speedy evacuation of the railway station and premises.

1064. When it is necessary to arrange for refreshments for the troops or for animals to be fed or watered *en route*, the stations at which halts will be made for this purpose will be notified in orders for the move. The O.C. unit or detachment will be responsible for ordering 24 hours in advance such refreshments as are required from the stationmaster at the station concerned. These refreshments will be paid for regimentally. Usually the railway companies will provide hot water for tea and units will take their rations.

1065. Compartments intended for ten ordinary passengers are, as a rule, allotted to eight soldiers, with their arms, accoutrements, and kits.

Entrainment of Animals

1066. At home, horse-boxes carry three horses each and cattle-trucks hold from six to nine horses. If there are not sufficient horses to fill a truck they should be closed up to one end and a sliding bar used to secure them.

1067. (*a*) Animals' heads should all face in the same direction and be fastened by head ropes to the truck, whether harnessed or not.

(*b*) If watering and feeding are to be carried out on the journey, the animals should be entrained so as to face the platform at which they are to be watered and fed.

1068. (*a*) On long journeys under peace conditions saddlery and harness may be removed at the discretion of the officer under whose authority the orders for the movement are issued, with a view to resting the horses, when this can be arranged without risk of the animals being separated from their equipment, or of causing delay in the service of trains.

(*b*) Under active service conditions, horses will be entrained saddled or harnessed, pack saddles only being removed, unless orders to the contrary are issued. The authority competent to issue such orders will be the Army Council as regards movements at home and elsewhere the commander-in-chief in the field or an army commander.

Entrainment of Guns and Vehicles

1069. (*a*) A carriage truck will usually take three pairs of wheels. Trucks which will take more may be loaded up to the weight the truck is calculated to bear.

(*b*) The heaviest weights will be placed nearest to the ends of the trucks. Vehicles with limbers will be unlimbered and placed with the trail, perch, pole or shafts resting on the floor, and pointing inwards. Wheels should be well secured with ropes or scotches. The decision as to whether an article is secure or not rests with the railway authorities.

1070. Guns and wagons when equipped for the march are loaded in that state and, when accompanying troops, the unoccupied space of the

1079. Individual officers and their families, warrant officers, N.C.Os: of classes 19 and upwards, and the families of all other ranks moving at home without troops on journeys entitling them to conveyance of baggage at the public expense will be supplied with an army baggage consignment note (A.F. P. 1904) entitling them to conveyance of the regulated quantity. This form will be handed to the railway company with the baggage and the statutory charges for conveyance will be paid from army funds in the same manner as charges for War Department stores and regimental baggage, in connection with which carrier's notes (A.F. G 980) are used. Charges for conveyance of baggage in excess of the regulated quantity will be paid for in advance direct to the railway company by the individuals concerned.

1080. At stations abroad, application should be made to the R.A.S.C. for the conveyance of all baggage unless otherwise directed by local regulations.

1081. The R.A.S.C. will arrange for the conveyance of all War Department stores, except such small services by road, rail, or parcel post as are necessarily transacted direct by units. Full use should be made of all Government transport in possession of units for transport purposes. R.A.S.C. officers should utilize any existing military transport whether held by R.A.S.C. or regimentally. Hired transport should never be employed when the service can be carried out by existing establishments. At stations where there is no officer i/c transport, minor and urgent services may be carried out by the commanding or other responsible officer, but all the documents will be forwarded to the officer i/c transport of the sub-district. Instructions are contained in Regulations for Supply, Transport and Barrack Services.

1082. (*a*) Whenever, in his opinion, a situation has arisen which may render the carriage of unescorted arms, tanks, dragons, ammunition or explosives, or other War Department stores and equipment by road, rail or water, undesirable, a G.O.C.-in-C.* will issue such instructions for the provision of escorts as he may deem necessary.

(*b*) When the carriage is by merchandise or special train or, in the case of explosives, by any train, a special warrant must be issued to the railway company to enable an escort to accompany the stores.

(*c*) Two distinct types of warrant are provided for this purpose, one for explosives or other dangerous goods and one for stores, equipment, tanks, dragons, &c.

(*d*) The appropriate warrant will be signed on behalf of the Secretary of State for War by a G.O.C.-in-C.,* an area commander or the D.O.O., Woolwich. Warrants for explosives despatched from ordnance depots in accordance with Regulations for Army Ordnance Services, Part I, 1928, will be signed by A.Ds.O.S. of commands and C.O.Os. specially authorized by the Under-Secretary of State, The War Office.

* Also the G.Os.C. London and Northern Ireland Districts when applicable.

(*b*) When troops proceed by a cross-channel route in connection with home movements a part-worn blanket or rug may be issued to each soldier, and to each member of the family of a soldier on the married quarters roll. The articles will be drawn from the barrack stores at the station from which the troops proceed, and on arrival at the destination will be handed over to the officer i/c barracks there. If more convenient, the articles may be drawn at the port of embarkation and returned into store at the port of disembarkation. The officer or N.C.O. i/c the party will be responsible for the safe return of the blankets or rugs.

Conveyance by Air

1075. (*a*) An officer travelling on duty may, at his own risk, travel short journeys (*e.g.* from London to Paris or Cologne) by air. Any additional cost incurred beyond the cost of conveyance by ordinary means will be met by the officer.

(*b*) If in exceptional cases an officer is ordered by the War Office to travel by air he will travel at public risk and cost.

Conveyance of Baggage and War Department Stores

1076. (*a*) Rules as to the amount of baggage and regimental stores conveyed at the public expense, and instructions on the subject of baggage generally, are contained in Allowance Regulations.

(*b*) At home Os.C. units will indent on the R.A.S.C. officer i/c transport for conveyance of regimental baggage. Details of the procedure are contained in Regulations for Supply, Transport and Barrack Services.

(*c*) Regimental baggage of troops moving by rail will be sent by rail at the statutory rate. In other cases the route by which baggage is to be moved and the terms of conveyance are arranged by the R.A.S.C. The O.C. the unit having been informed thereof will make all other arrangements for the move of the baggage.

1077. In order that a complete record of expenditure under "Routes" may be filed, the O.C. unit will, before forwarding his route, insert as a note upon the third page the total amount admissible as a charge against the public, as passed by the R.A.S.C. officer.

1078. When baggage arrives at, or is despatched from, a station, fatigue parties from the unit, or, on the application of the C.O., from the garrison, will be provided to assist the railway officials in loading or unloading the trucks. Drivers in charge of horse or mechanical transport vehicles will not load and unload their vehicles; the labour required should be furnished by the troops. Loading by troops does not absolve railway companies from responsibility in checking consignments, or from their liabilities under the Carriers Act for the safe delivery of the baggage. The loading by military labour is a concession (*see* Cheap Trains Act, 1883, Section 6, sub-para. (v)). The method of packing and the size and weight of the articles to be carried on each horse or mechanical transport vehicle and pack animal will be decided by the officer i/c transport, and the loading will be performed under his technical supervision.

or (iv) a tour of service comprising the period at one of the stations under (*a*) and one of the stations under (*b*) as shown below:—

(*a*)		(*b*)	
Station (1)	Number of years (2)	Station (3)	Number of years (4)
Jamaica	3	Bermuda	3
Hong Kong..	3	Ceylon	3
Malaya	3	Malta	3
Aden	2	Gibraltar	3

(*b*) The time of year at which it is desirable that troops should reach and leave stations is as shown in para. **1084.**

Provision of Sea Transport

1086. (*a*) The responsibility for all sea transport in mercantile craft of military personnel, animals, stores, &c., rests with the Board of Trade, and the Director of Sea Transport is the officer appointed by the Board for the direction and control of the services.

(*b*) The sea transport services at ports at home and abroad will be conducted, under the direction of the Director of Sea Transport, by a superintending sea transport officer who may be:—

(i) a sea transport officer specially appointed for the purpose;

(ii) a naval officer in charge of a naval shore establishment at home or abroad, to whom the duties have been allocated, or,

(iii) at a port abroad at which there is not one of the above officers, a military officer deputed by the G.O.C. to act as S.S.T.O. (for military services only).

(*c*) Movements of troops and animals by sea are carried out by hired transports, freight-ships (men), remount freight-ships, or by "packet."

(*d*) A transport is a merchant ship engaged exclusively for Government service under time charter. A freight-ship is a merchant ship in which accommodation or space is engaged by the Government under Sea Transport Regulations, but which is not exclusively at the disposal of the Government. "Packet" passages are those booked for individuals in cabin accommodation in passenger carrying steamers.

(*e*) At home the engagement of transports, freight-ships and packet passages, is carried out by the Director of Sea Transport on the application of the Quartermaster-General. At ports abroad the S.S.T.O. will arrange all sea transport required by the military command for army services including the provision of freight for troops, animals and stores, packet passages, &c., and all applications for these services will therefore be made to him as occasion arises. No individual proceeding at the public expense will engage a passage without special authority.

(*f*) Passage allowances to officers and others entitled thereto under the regulations will not be authorized by general and other officers commanding at stations abroad until the S.S.T.O. has been consulted as to

2. MOVEMENTS BY SEA

[*Instructions regarding routine and duties on board ship, discipline and interior economy during the voyage, the preparations for disembarkation and returns to be rendered on disembarkation are contained in Voyage Regulations; those dealing with the provision of cash and cash payments on board will be found in the Pay Duties Manual.*]

General Instructions

1083. The following general instructions relate to all passages, i.e., outward, homeward, or between stations abroad.

1084. The following table shows:—

(i) The approximate period of service abroad,* subject to the exigencies of the Service, for all officers and soldiers, other than those serving on the staff, or in heavy artillery units in defended ports, or forming part of and moving with units, and for army school-mistresses;

(ii) the time of year at which it is desirable that troops should reach and leave each station abroad.

Station (1)	No. of years (2)	Arrive (3)	Depart (4)
Bermuda	3	Sept. to Mar.	Sept. to Mar.
Ceylon	3	As for India.	As for India.
China and Malaya	3	Sept. to Mar.	Sept. to Mar.
Mauritius	3	Sept. to Mar.	Sept. to Mar.
Mediterranean Egypt { including tours in Palestine, Sudan and Aden	5†.	Any time.	Any time.
West Coast of Africa (Imperial Forces) ..	1‡	Sept. to Mar.	Sept. to Mar.
West Indies	3	Sept. to Mar.	Sept. to Mar.
India and Iraq	5§	End of Sept. to end of Mar.	End of Sept. to end of Mar.

1085. (*a*) Officers and soldiers in H.Qs. and D.Es. and heavy batteries R.A. at defended ports abroad will normally serve as under before being eligible for transfer to the home establishment:—

Either (i) West Coast of Africa (Imperial Forces) 1 year;
or (ii) Mauritius—3 years;
or (iii) India—5 years;

* R.A.S.C. bakers at all stations, except the West Coast of Africa—three years. Armourers attached to regiments, except in India—four years.

† Of which a tour not exceeding the period shown may be spent at any one of the following stations:—

Palestine	2 years
Sudan	1 year
Aden	1 year

When reliefs from the Mediterranean for Aden are not feasible, relief will be carried out from home, and the tour at Aden will in this case be 2 years.

‡ R.E. and R.A.M.C. officers—3 years, made up of two periods of 1 year's service and 6 months' leave.

§ Of which not more than 2 years is to be spent in Iraq.

Office (at home) or G.O.C. (abroad). The representative of the former will usually be the sea transport officer, and the representatives of the latter the Embarkation Commandant or embarkation staff officer and the medical officer for embarkation duties. The O.C. troops and the medical officer proceeding in charge of troops on board should also, if possible, be present, and a veterinary officer if animals are to be embarked. A report as to whether the arrangements made for the troops are satisfactory in all respects will be prepared by the Board of Trade representative and signed by the military representatives. One copy will be forwarded to the Director of Movements and Quartering, The War Office, and one copy to the Director of Hygiene, the War Office.

(*b*) In transports and freight-ships conveying fifty or more troops, a final inspection will be held as soon as the embarkation is complete to ascertain whether the arrangements for berthing troops, stowing baggage, &c., have been carried out. This inspection will take place at the last port of embarkation, when there is more than one in the same area. Ships passing between stations abroad will undergo this inspection on each occasion of an important change of troops. The board of final inspection will consist, when practicable, of one or more sea transport officers, the military embarkation staff officer, and the embarkation medical officer. The O.C. troops embarked, the senior medical officer of the ship and when animals are carried, a veterinary officer will accompany the board. A report of the inspection will be prepared, signed and forwarded as in the case of the inspection before embarkation.

(*c*) At intermediate ports the inspection prior to embarkation will not be held, but the ship will be visited on behalf of the embarkation staff at each port to ascertain whether any cause for complaint exists.

(*d*) When less than fifty troops are to be embarked, neither final nor intermediate inspections will be held, but the embarkation staff officer will satisfy himself that the accommodation reserved for military passengers [illegible]

Medical Inspection of Crews.

1089. (*a*) The embarkation medical officer will [illegible] master of the ship that the crew are free from infectious [illegible]

(*b*) In the case of the crews of transports, a [illegible] ship's crew and a sanitary inspection of the [illegible] by the crew will be carried out at the commencement [illegible] the embarkation medical officer in conjunction [illegible] officer, where there is one.

Embarkation Preparations.

1090. (*a*) When a hired transport, [illegible] troops or animals, is to sail from a port [illegible] embarkation of troops is to take place [illegible] command will be responsible for [illegible] down in Regulations for the Medical [illegible] ment Regulations, are placed on board [illegible]

(*b*) In the case of vessels engaged [illegible] troops or animals, stores will not [illegible] tions issued direct from the War [illegible]

whether or not there is any public opportunity for passage within a reasonable time, and also as to the cheapest rate for which suitable accommodation by sea might be obtained. Issues will be reported to the Under-Secretary of State, The War Office, monthly.

(*g*) The military officer deputed by the G.O.C. to act as S.S.T.O. will be guided by Regulations for His Majesty's Sea Transport Service and *Instructions for Superintending Sea Transport Officers, issued by the* Board of Trade. He will follow any instructions which he may receive from the Director of Sea Transport in regard to his sea transport duties, and will refer to him any services for which suitable local arrangements cannot be made.

(*h*) Military arrangements for the movement, embarkation, and disembarkation of troops and for the shipment of stores are under the Quartermaster-General, The War Office.

(*i*) Except in cases where a special embarkation staff is appointed by the Quartermaster-General, embarkations and disembarkations will take place under the superintendence of the G.O.C. the command in which the port is situated, who will detail an officer to represent him.

(*j*) General instructions with regard to the provision of sea transport, for the guidance of military officers are contained in Regulations for Supply, Transport and Barrack Services, which also contain the procedure for shipping stores.

Inspection of Transports by Special Board

1087. (*a*) A ship to be fitted out as a transport for conveyance of troops will be inspected by a special board of representatives of the Board of Trade and the War Office, in order to determine the best use of the space available and the approximate numbers of the various classes the ship can accommodate. When a transport already fitted for troops is adversely reported upon in any important particular regarding the general structural arrangements during her last voyage, and the vessel is to continue in service, a similar inspection will take place on her return to the United Kingdom to determine what alterations, if any, are necessary.

(*b*) When vessels are fitted out abroad the G.O.C. will appoint the military representatives.

(*c*) Although the wishes of the military representatives will, so far as is practicable, be carried out, the ultimate responsibility for decision as to suitability of accommodation, capacity, &c., dealt with by the special board rests with the Board of Trade representatives.

(*d*) The representative of the Board of Trade selects the cabins for Government passengers and prescribes the number who may be accommodated in each cabin.

Inspection of Ships before and after Embarkation

1088. (*a*) When fifty or more troops are to be conveyed in a transport or freight-ship an inspection will be held prior to embarkation at the port from which the voyage commences, to see that the fittings, sanitary condition and arrangements for the accommodation, preservation of health and messing of the troops are satisfactory, and that the ship is clean and in every way fit for the embarkation. This inspection will be carried out by a board consisting of representatives of the Board of Trade and of the War

same ship, she must normally share the accommodation allotted to her husband. No member of the family of the O.C. troops will, however, be accommodated in the cabin allotted to him for the performance of his office duties.

(iv) The appropriation of all other cabins will be made according to the seniority of army rank, or of rank corresponding thereto.

1094. All orders for the embarkation of officers, other ranks and their families, will be issued by the Director of Movements and Quartering, The War Office, or at stations abroad by the G.O.C.

1095. Women and children will, whenever practicable, be sent on board and berthed before the arrival of the troops.

1096. Every officer ordered to embark in a transport, whether detailed for duty on board or not, will report himself in uniform to the embarkation staff officer and the O.C. on board. On arrival at the port, officers will sign the "arrival report book" and in the case of married officers will notify immediately to the embarkation staff officer in charge any alteration in their families.

1097. When troops embark with arms, a label (A.F. G 1064) showing the owner's company, number and name, should, before leaving the station, be gummed to the heel of the butt of each rifle and pistol. Slings will be removed from the rifles before the troops embark, and will be packed with the remainder of the equipment. Bayonets with scabbards on will be "fixed" and all equipment placed in the pack before the arrival of the train at the port of embarkation.

1098. (*a*) To draw the attention of officers, soldiers and their families to orders with which they should be acquainted before embarkation, suitable extracts from these regulations will be published in Part I. Orders.

(*b*) A copy of Army Form B 51A (Notes for the Preservation of Health of Women and Children Proceeding to India and other Tropical Countries) will be supplied to each family proceeding overseas by the O.C. the unit concerned when issuing preliminary warning orders to such families, and their attention will be drawn to the necessity for the provision of suitable clothing for the voyage and for use on arrival at their overseas destinations.

(*c*) In the case of families for whom arrangements for embarkation are made by officers i/c records direct with the War Office in accordance with paragraph **1149** (*b*), similar action will be taken by officers i/c records concerned when forwarding preliminary warning orders to such families on A. F. B 147.

1099. A nominal roll of all soldiers approved for embarkation after being medically examined (*see* para. **1104**), and the approximate date of their embarkation, will be published in Part I Orders. Copies will be posted in suitable places in quarters as directed in para. **1223.** All additions to, or removals from, the roll will likewise be published and posted as they occur. The nominal rolls, and subsequent amendments, signed by the C.O., will be forwarded to the officer i/c records, and will be annexed by him to the last Part II Orders published by the unit prior to embarkation, to be preserved as a record. Each member of the unit or draft should be warned personally, if possible, and should be required to sign a roll or certificate in which he acknowledges that he has been warned for embarkation.

(*c*) In the ordinary peace-time transports these stores will remain on board until the end of the trooping season, when they will be removed and returned to store depots. Instructions for the removal of stores issued to other transports or to freight ships are contained in Voyage Regulations.

1091. (*a*) At home the G.O.C.-in-C. the command in which the port is situated, and elsewhere the G.O.C.-in-C. or other officer empowered to issue warrants to convene and confirm district courts-martial, will be responsible for providing the O.C. troops not below the rank of captain on board a transport (or on board a freight-ship when the number of officers to be embarked throughout the voyage will be sufficient to constitute a district court-martial) with a warrant enabling him to convene and confirm district courts-martial.

(*b*) This warrant should be made out to "The Officer Commanding the Troops on board the Transport..... or Freight-ship.....," and not to the O.C. by name. It can be granted for the period of the immediate voyage only, and will therefore expire as soon as the troops reach the port of disembarkation.

(*c*) An embarkation staff officer in charge of embarkation will be responsible for keeping the G.O.C. informed of the movement of transports in order that the warrant may be prepared and forwarded to him for delivery to the O.C. (*see* Voyage Regulations).

(*d*) The attention of the O.C. the troops on board the transport or freight-ship will be called to Section 188 of the Army Act.

(*e*) Instructions regarding the issue of money to Os.C. troops for the promotion of sports and recreation during the voyage will be found in Voyage Regulations.

1092. As early as possible before the first day of embarkation the embarkation staff officer will receive from the War Office (or G.O.C., abroad) statements showing all cabin passengers to embark, with the ages and sexes of the children. It is customary for the representative of the Board of Trade to allot passengers to berths on ships sailing from the United Kingdom. At stations abroad, this duty is carried out by the embarkation staff officer.

1093. The following rules for the appropriation of berths to individuals will be observed:—

(i) The following are alone entitled to separate cabin accommodation:—

(*a*) General officers (unless returning home on promotion to that rank) and officers of corresponding rank.

(*b*) The O.C. troops and senior medical officer in charge on all hired transports or freight-ships, if the latter are carrying 50 troops or over. Also the sister on night duty on homeward voyages of the cot ship from India.

(*c*) Each chaplain appointed for duty on Indian voyages.

(ii) In transports, an additional cabin will be allotted to the O.C. troops for use as a day cabin and office.

(iii) The officers detailed above will not exchange their cabins for any others, and will not give up their accommodation except to members of their families. When the wife of any officer entitled to separate cabin accommodation is given passage in the

may be accepted by the medical officer. The medical certificate will be handed to the embarkation medical officer before the lady passes to her cabin.

1107. (*a*) Soldiers' families will not be permitted to embark unless furnished with a health certificate on A.F. B 155 (in duplicate) signed by a medical officer within three days of the date of embarkation. The medical certificate will also show the date each woman and child was last inoculated and vaccinated. In the event of women or children, on their arrival at the port, not being in possession of such certificate of fitness, they must be examined by the embarkation medical officer and furnished with one before they are allowed to go aboard.

(*b*) In the case of embarkation of a complete unit, one certificate for the whole of the families will be prepared in the form of a nominal roll of the women and children, details of inoculation and vaccination being given.

1108. A soldier's wife within three months of her confinement will not be embarked. All such cases, as well as those in which a soldier's family is prevented by sickness from embarking, will be dealt with as follows:—

From home stations.

(i) A warrant officer or N.C.O. will embark without his wife unless a medical officer certifies that separation is likely to endanger her life, in which case he will embark as soon as possible after his wife is reported medically fit and passage can be provided.

(ii) A private will embark without his wife if willing to do so.

From foreign stations.

The soldier will remain with his family, and will proceed to his new station when the family is reported medically fit to accompany him. War Office authority will be obtained before packet passages are provided.

Ship's Military Staff and Officers for Duty

1109. (*a*) In transports the officer to command the troops, an adjutant, at least two medical officers, a baggage officer and a quartermaster will be appointed from the troops to embark by the Director of Movements and Quartering, The War Office, in the case of troops embarking at home, and by the G.O.C. the local command in the case of troops embarking abroad. They will be ordered to embark on the day previous to the general embarkation. A messing officer will invariably be appointed for duty in connection with the messing of all 3rd Class soldiers on board a transport. When a unit, which normally has a messing officer, embarks, this officer will perform these duties; otherwise one will be specially appointed by the O.C. Troops.

(*b*) For freight-ships, the above-mentioned authorities will appoint an O.C. troops and at least one medical officer if the numbers embarked justify this course and the necessary officers entitled to passage are available,

(*c*) A serjeant-major, a quartermaster-serjeant, an orderly-room serjeant, one troop-deck serjeant, one serjeant (dispenser) and four rank and file R.A.M.C. will, as a rule, be detailed by the Adjutant-General, The War Office, to each transport for the voyage or season.

1100. When a unit or draft finally parades preparatory to embarkation, or to entrain for the port of embarkation, as the case may be, two or more senior N.C.Os., not themselves proceeding with the unit or draft, will be detailed, in addition to a military policeman, to attend at such final parade and record the names of all absentees without leave in order that at any future court-martial that may be held on such absentees, one or other of these N.C.Os. may be available to prove in evidence the fact of the absence, in case the N.C.O. who called the roll is not available.

1101. Dinners for the day on which troops embark will be prepared on board unless, at ports abroad, other arrangements are necessary.

1102. The embarkation staff officer will as early as possible inform the officer representing the Board of Trade, or in his absence the master of the ship, of the hour at which the embarkation is likely to be completed in all respects, in order that there may be no delay in leaving harbour.

Inspection by Higher Commander

1103. A brigade commander will inspect the troops to ascertain their efficiency and the state of their equipment.

Medical Inspections

1104. Before proceeding on embarkation furlough, or at least one month before the date of embarkation, all soldiers will be examined by the officer in medical charge of the unit, and only those fit to serve in the climate for which they are destined will be selected for embarkation. At these examinations the medical history sheet of each soldier will be available and the result of the examination will be recorded thereon by the examining medical officer. In the case of drafts, a certificate of the fitness of each man will accompany the other documents.

1105. All ranks will be inspected by a medical officer on the day of departure from their station, or on the previous day, and every member of a soldier's family will be examined within three days of the date of their embarkation. Every individual who shows symptoms of contagious or infectious disease will be detained. A patient who, in the opinion of the medical officer, is likely to recover during the voyage, will not be precluded from embarking, except for active service. A nominal return of patients so embarked will be drawn up, signed by the medical officer, and handed to the officer in medical charge of troops on board. The family of a soldier will be under medical observation for some weeks before embarkation. Each woman, and each child above three months old, will be vaccinated before proceeding to embark, unless bearing marks of previous vaccination.

1106. An officer's wife proceeding in any vessel conveying troops will be required to produce a certificate, A.F. B 155 (in duplicate), which should be dated within three days of embarkation, showing that she (and her children and servants, if any) is free from infectious disease, and in all respects medically fit to embark. The medical certificate will also show the date the lady and her children and servants (if any) were last inoculated and vaccinated. A lady within three months of confinement will not embark; a written statement on this point from the lady, or her husband,

with corn in sufficient time before their embarkation to allow of watering prior to going on board. If they are to be slung on board they should not be watered and fed for two hours previously.

Dogs and Hounds

1116. (*a*) Kennels are provided in transports for eight dogs. For dogs embarking in Great Britain, applications for accommodation must reach the War Office not less than seven days before the date fixed for the departure of the ships.

(*b*) At stations abroad vacant kennel accommodation may be allotted at the discretion of the G.O.C. the command concerned, due regard being taken of the local restrictions both at the port of shipment and country of destination. On the homeward voyage of the transport employed as a cot ship dogs will not be carried.

(*c*) Selection will be made according to the owners' seniority, those of entitled passengers being given priority of allotment. The dogs will be confined to the places provided for them. Hours and places for exercise and feeding should be arranged by the O.C. troops in consultation with the master of the vessel.

(*d*) In freight-ships and packets, owners must make their own arrangements with the shipping company concerned.

1117. (*a*) Applications for the shipment of hounds (not exceeding 4 couples) in transports from Great Britain may also be submitted to the Under-Secretary of State, The War Office. It is not possible to provide accommodation of these animals in all transports. Incidental expenses in connection with the shipment will be borne by the owners. Applications should reach the War Office at least 6 weeks before shipment is required.

(*b*) Full particulars regarding the shipment of dogs and hounds are given in Voyage Regulations.

Baggage

1118. A C.O. will cause the baggage of his unit or draft to be collected and measured before shipment. He will ensure that all baggage in excess of the amount to which the unit is entitled is kept separate and either proceeds to the port as a separate consignment or, if it is conveyed with the entitled baggage, is specially marked, in order that on arrival at the port it may be kept separate, until it has been decided by the embarkation staff officer (*see* para. **1127** (*d*)) whether there is room in the ship for its conveyance. Baggage will not exceed 5 cubic feet for each cwt. Any article measuring more than 30 cubic feet or weighing more than 6 cwt. will not be accepted for shipment.

1119. (*a*) Heavy baggage, *i.e.*, that in excess of the quantity carried free on the troop or passenger train with the troops, will be labelled as follows:—Baggage not required till arrival at destination will be labelled at both ends—"NOT WANTED ON VOYAGE." This baggage will be stowed in the main baggage room and will not be accessible during the voyage.

(*b*) Changes of clothing for officers and ladies required in addition to the baggage for cabin use will be labelled at both ends "WANTED ON VOYAGE." This baggage will be accessible during passage and will be stowed in the "Present Use" baggage room when there is one, or in the main baggage room near the door. Any package labelled "WANTED ON VOYAGE"

command, &c., except in certain cases in which embarkation orders, including labels, are sent direct from the War Office.

1124. (*a*) In order to facilitate the stowage of kit bags in the Men's Kit Room and to prevent the over-carrying of kits of men disembarking at intermediate ports, officers commanding units embarking, or units called upon to furnish drafts, or to despatch individuals for overseas stations, will ensure that the name of the port at which the owner is to disembark is stencilled in white paint on the base of each kit bag, In the case of men proceeding to Egypt, the word "Egypt" should be used and not the name of the port of disembarkation.

(*b*) Carriages, carts, motor cars, motor cycles and sidecars, hampers and similar packages, are prohibited as part of the regulated amount of baggage or stores in respect of which the individual or unit is entitled to conveyance at public expense, as also are articles fitted with padlocks, cording, cleats for rope handles, and other projections which cause loss of stowage. Crates can be accepted only at owner's risk.

1125. (*a*) In transports, heavy baggage will, when practicable, be shipped on the day before the troops, or individuals, embark. Baggage parties for dealing with the heavy baggage will be sent to the port one or two days before the troops arrive as may be directed by the authority ordering embarkation.

(*b*) Baggage parties will bring the baggage to the slings, and the crew (or shore labour specially engaged) will sling and unsling the baggage on board. Baggage will be stowed and unstowed by baggage parties, working under the officers in charge. A ship's officer and a party of seamen will be present in the baggage rooms to point out how the baggage is to be stowed.

(*c*) At home ports a baggage party will usually consist of 1 officer and 60 other ranks, selected from the troops embarking. At least 4 full rank N.C.Os. are required in the work of loading the baggage.

(*d*) When a draft is detailed for baggage party and the draft does not include at least 4 full rank N.C.Os., the O.C. the unit furnishing the draft will detail the necessary additional N.C.Os., to accompany the party to the port. These supplementary N.C.Os. will remain at the port until no longer required, when they will rejoin their unit.

(*e*) In the case of freight-ships or individual (packet) passages, the arrangements for the shipment of baggage will conform to the usual practice of the shipping companies, and units or individuals will receive special instructions in each case.

1126. (*a*) The embarkation staff officer in charge will keep a record of baggage embarked by individuals not arriving with troops.

(*b*) He will refuse shipment of articles packed in an insecure or dangerous manner, articles liable to deterioration during the voyage, articles of an undesirable nature, and any goods which do not appear to be personal or regimental baggage or effects, except where approval has been given under para. **1127** (*a*).

(*c*) Officers and other ranks are responsible for declaring and passing through the customs at the port of disembarkation all baggage, &c., bearing their name, or any baggage, &c., consigned to the ship at the port of embarkation addressed to them. Consent to act as an agent for the safe conveyance of any property belonging to others or to institutes, &c., should only be given when the above responsibility is accepted.

will not exceed 2 cwt. in weight or 2 ft. by 3 ft. by 2 ft. in measurement, and the number allowed is limited to two for each individual adult over 16 years of age, one trunk of the above dimensions for each child between 1½ and 16 years of age and one small package (not to exceed 60 lbs. in weight) for each child under 1½ years.

1120 (*a*) Every article of baggage will have painted upon it in front the name, rank and unit of the owner, and will, in addition, bear "destination labels," showing the port of disembarkation, at each end of the package, &c.

(*b*) Commands will apply to the Under-Secretary of State, The War Office, for supplies of labels.

(*c*) In the case of pieces of baggage for which the use of paper labels is unsuitable, such as canvas covered packages, bales, &c., these should bear inscriptions in paint or marking ink. These markings should conform with the above instructions for labels both as to wording and position.

(*d*) Every article to be shipped will therefore bear, by label or in paint, an indication as to ownership in front and the baggage classification and its destination at each end.

1121. (*a*) No article for cabin use may be more than 3 feet long, 2 feet wide and 14 inches deep, and each must be labelled at both ends "Cabin."

(*b*) The cabin baggage of each 1st and 2nd Class adult passenger will be limited to one trunk, which must not exceed the above measurements, and in addition, 3 small articles not exceeding 20 lbs. in weight each, but these additional articles will only be allowed if other passengers in the same cabin are not inconvenienced thereby.

(*c*) Cabin baggage for children will be restricted as follows:—

Each child over 16	As for adults.
,, ,, between 6 years and 16 years ..	One trunk, not exceeding above measurements.
,, ,, ,, 1½ years and 6 years ..	do. do.*
,, ,, under 1½ years	1 small package (not to exceed 40 lbs. in weight)

(*d*) A soldier's wife may have in her cabin one box not higher than 14 inches deep, 3 feet long and 2 feet wide. It will be marked with the husband's name, rank, and regiment, and labelled "Women's Quarters".

(*e*) For marking of men's kit bags *see* para. **1124** (*a*).

1122. Bicycles, push-chairs and perambulators are authorized as entitled baggage (in transports only) provided that the regulated amount of baggage of the individual or unit is not exceeded thereby, and that the *bicycle, push-chair, or perambulator is packed in a light framework crate of the smallest dimensions.*

1123. Individual passengers of all classes *i.e.*, those not accompanying units or drafts, will conform to the above regulations regarding baggage. They will be supplied with labels by the headquarters of each area,

*Where there is more than one child between these ages belonging to any one family, one trunk only will be allowed for every two children, but three children between these ages of one family will be allowed two trunks.

1129. No claim can be entertained for any loss of, deficiency in or damage to, non-entitled or excess or specially authorized baggage, or for any other expenses, including those consequent on its exclusion for any reason, even though previous authority for its shipment may have been given.

1130. (*a*) Any non-entitled or excess baggage that the embarkation staff officer has been unable to ship in the transport will be dealt with under private arrangement to be made by its owners.

(*b*) In the case of a freight-ship, the carriage of non-entitled or excess baggage will be a matter for private arrangement between the owner and the shipping company.

1131. (*a*) All applications for the outward shipment of unaccompanied baggage will be forwarded to the Under-Secretary of State, The War Office, for decision as to whether or not the baggage is entitled to be conveyed at the public expense. If the baggage is so entitled, and space is available in a transport sailing within a reasonable time, applicants or their agents in the United Kingdom will be directed to send their baggage to Southampton, consigned to the Embarkation Commandant at that port, in sufficient time for shipment in the transport to which it has been allotted. Shipment (or non-receipt) of the baggage will then be reported by the embarkation staff in due course.

(*b*) If such baggage has to be conveyed to a station not usually served by hired transports, or if no transport is likely to proceed to the destination of the baggage within a reasonable time, the applicants will be instructed by the Under-Secretary of State, The War Office, to despatch the baggage to the A.D.M.T., Royal Arsenal, Woolwich, who will be authorized to engage commercial freight. This procedure will normally be adopted in the case of the entitled heavy baggage of officers, other ranks and their families proceeding overland to stations abroad with a restricted quantity of baggage. If such baggage is non-entitled the shipment will be governed generally by the rules laid down for indulgence baggage.

1132. (*a*) The embarkation staff concerned will be notified by the Under-Secretary of State, The War Office, of all unaccompanied baggage allotted to transports. Particulars of non-entitled baggage for which conditions of shipment have been accepted and permission to send to the port has been given will be passed to the embarkation staff officer by the Under-Secretary of State, The War Office, for action in accordance with para. **1131** (*a*).

(*b*) Baggage belonging to or consigned to any officer or soldier, or to their families, not taking passage in the ship, will not be embarked unless special authority has previously been obtained in writing from the embarkation staff officer. The same rule applies to consignments for regimental institutions, &c., of units abroad.

(*c*) In order to avoid difficulty in the delivery of unaccompanied baggage shipped in transports the name of the agent to whom such baggage is consigned will be clearly marked on the crates, &c., in which it is contained. Baggage not so marked will be refused shipment.

1133. (*a*) The embarkation staff concerned will be responsible for ensuring that freight form "T" (ship's manifest) is furnished to the Under-Secretary of State, The War Office, covering unaccompanied baggage

(*d*) In case of doubt the embarkation staff officer in charge will cause the total cubic measurement of the baggage to be embarked to be verified.

(*e*) He may also demand the opening of any package for inspection of contents, and in default of such opening may refuse shipment.

1127. (*a*) At home, when units or individuals wish to ship in a transport baggage in excess of the quantity for which they are entitled to free conveyance, an application for permission to send such baggage to the port should be submitted to the Under-Secretary of State, the War Office, as early as possible before embarkation, stating name of transport, date of embarkation and destination. The quantity (measurement at 5 cubic feet for each cwt.) and nature of the baggage should be given.

(*b*) If it appears likely that an opportunity may occur for the shipment in a transport, a memorandum will be despatched to the applicant specifying the conditions under which it can be accepted. Before any arrangements are made to ship non-entitled baggage, applicants will be required to sign a certificate indemnifying the public against any claim for possible loss or damage.

(*c*) The acceptance of these rules by the applicant is an indispensable prior condition of the acceptance of the consignment by the War Department.

(*d*) In hired transports the embarkation staff officer may allow non-entitled or excess baggage to be shipped, provided that (i) all entitled baggage has been shipped and sufficient space is left in the baggage room for the entitled baggage likely to be shipped at intermediate ports, and (ii) all such non-entitled or excess baggage is specifically vouched for by the owner, or, in the case of corps and detachments, by the C.O. Such vouchers will give full description and measurements of each package and will state the nature of the contents. Each package must also be clearly marked and labelled in the same manner as laid down above for entitled baggage. Non-entitled or excess baggage not complying with these conditions, or packages outside the limits of bulk measurement to weight and articles outside the maximum measurement or weight (*see* para. **1118**) will be refused shipment.

1128. (*a*) The embarkation staff officer will allot non-entitled or excess baggage in the following order of priority:—

(i) Additional necessaries connected with regimental institutes or messes, pianos, cinema machines, cricket or sports gear connected with the recreation of the troops, soda water machines, regimental printing presses, or such stores as are of benefit to the troops generally.

(ii) Personal belongings, clothes, saddlery or equipment of individual officers.

(iii) Motor cycles, perambulators, push-chairs and bicycles if in excess of the authorized quantity of baggage.

(iv) Furniture and other household requisites, including pianos in cases owned by individuals.

(v) Other personal effects not specified above.

(*b*) In all cases preference will be given to junior officers and other ranks and their families, but perambulators, push-chairs, bicycles or motor cycles will not be shipped unless they are packed in a light wooden crate.

an officer of the ship for safe custody. Placing ammunition in the cabins or amongst the baggage is prohibited. Any ammunition in the pouches will be collected before the men go below. When there is not a magazine, the ammunition will be placed under proper charge in some part of the ship free from risk. For the shipment of private ammunition at home special permission will be obtained from the Under-Secretary of State, The War Office.

1137. Officers, soldiers, and their families are prohibited from taking or receiving on board any wines, spirits, or malt liquors, other than those supplied by the ship.

1138. Explosive or combustible articles will be excluded from any package. Units or individuals having any such articles for shipment will give the War Office as much notice as possible, with full details of the nature and weight of the articles to be shipped, in order that arrangements can be made for special stowage. Methylated spirit, matches, and fuzees are strictly prohibited.

Shipment of Private Cars

1139. Crated private motor cars may be shipped as an indulgence if accommodation exists after entitled baggage cargo and non-entitled baggage referred to in para. **1128** (*a*) (i) to (v) have been shipped. Selection of cars will be made by ballot by the Director of Movements and Quartering, The War Office, in the case of outgoing transports; abroad the selection will be at the discretion of the G.O.C.

The following charges will be made—

Cars exceeding 1 ton (crated)	£5.
,, not ,, ,, (,,)	£3.

Payment must be made before the car is shipped.

Indulgence Passages.

1140. (*a*) When a transport, sailing from a home port or from a station abroad, has vacant accommodation in any class which cannot be filled by entitled government passengers at the station, or, in the case of 2nd and 3rd Class, at any intermediate port at which the vessel is due to call, such accommodation may be allotted to officers or other ranks or their families or to individuals connected with the Army, Navy or Air Force who have applied for indulgence passages.

(*b*) The lists of applicants of the British Service for indulgence passages outwards from the United Kingdom are kept in the War Office, and those of applicants serving in the Indian Army or whose claim for consideration rests on service with the Indian Army are kept in the India Office; the lists at overseas stations will be kept by the G.O.C.

(*c*) Except in the case of those at para. **1141** (*a*) (i) below applicants for 2nd and 3rd Class indulgence passages from Great Britain are required to forward with their applications a written guarantee from a responsible person, proving that home and maintenance are assured or employment guaranteed at the overseas station. These guarantees will be submitted to the headquarters of the overseas command concerned, by whom they will be transmitted to the War Office with a recommendation or otherwise that passage should be provided, if available.

(entitled or non-entitled) despatched to the port for the particular transport for which the returns are furnished, so that inquiries as to whether baggage has been shipped or is on hand at the port may be answered. A copy of freight form "T" will be handed to the master of the ship and copies posted to the embarkation staff officer at the port of destination of the baggage to facilitate the customs examination at the overseas port. A certificate showing the date and hour on which these were posted will be enclosed with the returns furnished to the Under-Secretary of State, The War Office, in order to enable the latter to decide whether a cable to the destination is advisable, having regard to the importance of the consignments shipped and the probability of the mailed returns reaching their destination after the arrival of the transport.

(*b*) Consignors of unaccompanied baggage are responsible for ensuring that the keys of all locked packages are available for customs officers at the port of destination.

1134. Dues or tolls are not payable on military passengers or on the personal kit, &c., carried by them. An officer or soldier embarking will take with him to the docks the order showing that he is travelling on duty. Exemption from tolls should be claimed by the individual so travelling, the order being produced to the dock officials if required. Dues on the basis of 75 per cent. of the tariff charges are payable on the heavy baggage and stores accompanying troops on embarkation and disembarkation, provided that such baggage or stores actually pass over the quays of the dock or harbour company concerned. Where the dock company's servants perform any labour, either in warehousing or shipping, charges for such services are admissible. The charge to cover the expense of examination at the custom-house will also be recoverable.

1135. (*a*) If baggage within the amount allowed by the regulations is excluded from any transport for want of room, the embarkation staff officer in charge will obtain a certificate from the master to that effect and prepare a statement of the baggage excluded. When the baggage of an individual officer is thus excluded, he will obtain a similar certificate. The embarkation staff officer will certify, in either case, that no non-entitled or excess baggage has been shipped. These certificates will accompany any claim made for sea freight of the baggage.

(*b*) The embarkation staff officer superintending the embarkation will use his discretion as to whether any baggage allowed by regulation, but excluded, is to be stored and sent to the destination of the owner in a subsequent transport or consigned in a freight-ship. At home applications for freight of baggage for despatch by freight-ship will be submitted to the Director of Sea Transport, Mercantile Marine Department, Board of Trade, through the A.D.M.T., Royal Arsenal, Woolwich. Branches of the War Office will, however, make application direct to the Board of Trade. (*See* Regulations for Supply, Transport and Barrack Services.)

(*c*) At stations abroad applications will be submitted as directed in Regulations for Supply, Transport and Barrack Services.

Shipment of Ammunition, Explosives, Inflammables and Prohibited Articles

1136. Ammunition, public or private, will be delivered to the embarkation baggage representative in the shed, who will deliver the ammunition to

To be rendered—

(i) By the inspection board to embarkation staff officer in charge, for transmission.

T—For troops proceeding by transport. *F*—by freight-ship. *P*—by packet.

Form (1)	Description (2)	To whom and when rendered (3)
B. of T. Form. T. 63 (*T.F.*)	*Report of inspection prior to* embarkation. In duplicate. (Para. 1088 (*a*).)	Rendered to persons directed in Para. 1088 (*a*). — Before embarkation.
T. 64 (*T.F.*)	Report of final inspection before sailing. In duplicate. (Para. 1088 (*b*).)	Rendered to persons directed in Para. 1088 (*a*). — Immediately embarkation is complete.

(ii) By the O.C. a complete unit or unit from which details and families are proceeding. To be handed to the embarkation staff officer in charge on the day of embarkation.

A.F. B 141 .. (*T.F.*)	Embarkation return of a complete unit. In quintuplicate.	As directed in the instructions printed on the form. 1 copy to Board of Trade representative
A.F. B 143 .. (*T.F.P.*)	Return of numbers 2nd and 3rd Class to embark. Individuals, drafts and unaccompanied families. In duplicate.	1 copy to be handed to O.C. on board. Individuals travelling by packet will hand the return to the embarkation staff officer at the port of disembarkation.
A.F. B 155 .. (*T.F.P.*)	(*a*) Certificate that families are fit to embark. In duplicate. (Paras. 1106 and 1107 (*a*).)	(*a*) To be handed to the embarkation medical officer at port of embarkation, who will give 1 copy to the senior medical officer on board or to the ship's surgeon and retain the other copy.
A.F. I 3956 .. (*T.F.P.*)	(*b*) Inoculation state of unit, draft or individual proceeding overseas (with nominal roll of unprotected officers, other ranks, women and children accompanying units or drafts).	(*b*) 1 copy to be handed to the senior medical officer of the ship, or, in cases where no military medical officer is embarked, to the ship's surgeon.

(iii) By the embarkation staff officer in charge when embarkation has been completed.

A.F. B 126 .. (*T.F.P.*)	Embarkation return of details. In quintuplicate. Compiled by embarkation staff officer from A.F. B 143.	As directed in the instructions printed on the form. 1 copy for Board of Trade representative.

(iv) By the O.C. on board.*

B. of T. Form. T. 206 .. (*T.F.*)	Embarkation return. In duplicate	To master of ship.

1146. (*a*) In all cases of officers travelling overseas without troops a report will be sent to the Under-Secretary of State, The War Office, stating

* A list of returns to be rendered by the O.C. on disembarkation is contained in Voyage Regulations.

1141. (*a*) In the case of homeward indulgence passages, priority will be given to compassionate cases, otherwise, the allotments of vacancies by the Director of Movements and Quartering, The War Office and G.Os.C. at stations abroad, other than India, will be made in the following order and subject to the conditions indicated below:—

(i) Serving officers and other ranks and their families.

(ii) Retired officers and other ranks and their families.

(iii) Relatives of officers and other ranks serving, retired or deceased.

(iv) Intended wives of officers.

(*b*) In each of the above categories, allotments will be made in order of juniority of army rank or relative army rank.

(*c*) Applicants for the furthest station are given preference in the categories to which they belong.

(*d*) An officer senior to the officer appointed to command the troops on board will only be granted an indulgence passage on the understanding that in ordinary circumstances he does not exercise command.

(*e*) Individuals unable to avail themselves of an indulgence passage when offered will be placed at the bottom of the list.

1142. At home, indulgence passages are not granted to applicants who are proceeding overseas merely on a visit.

1143. (*a*) First class indulgence passengers will be warned before embarking that they are liable to be landed at intermediate ports if their berths are required for individuals entitled to proceed at the public expense, and should sign a statement that the conditions under which they embark are understood and accepted. This liability will fall in order of seniority, but the passenger whose berth is required may, at the discretion of the G.O.C. at the intermediate port, be allowed, instead of landing, to pay the cost of the packet passage involved. (*See* Voyage Regulations.)

(*b*) Before any indulgence passengers are allowed to embark, they will be required to pay to the embarkation staff officer in charge the cost of their messing, calculated on the probable duration of the passage, as estimated by the sea transport authorities or the master.* This advance payment will be considered a final settlement for the voyage, and no re-adjustment will be made should the voyage be longer or shorter than anticipated.

(*c*) It must be understood that the grant of an indulgence passage from Great Britain or from one station abroad to another involves the Government in no responsibility for the provision of a similar concessional passage should the passenger wish to return or to proceed elsewhere.

1144. (*a*) Indulgence passages will not be granted in freight-ships.

(*b*) No expense for cables or other expenditure in connection with indulgence passages is admissible against public funds.

Reports and Returns

1145. The following returns, &c., will be rendered whether an outward or homeward passage, or a passage between stations abroad, is involved. For additional returns to be rendered for outward passages, *see* para. **1159**, and for homeward passages *see* para. **1186**.

* Messing charges for naval or air force indulgence passengers will be collected by the authorities indicated in Sea Transport Regulations.

six weeks before passage is required, by, or through, the officer i/c records. In the case of a N.C.O. or man of a native colonial corps at a school of instruction, the application will be forwarded direct by the commandant concerned.

(*d*) An application for passage for a soldier will state if he is on the married quarters roll, and, if so, whether his family will accompany him. The ages and sexes of the children will be stated. Before submitting an application for passage for a family, the officer i/c records will satisfy himself that accommodation exists at the station to which the family is proceeding. A note will be made opposite the name of any N.C.O. or man whose embarkation from any cause is likely to be delayed or cancelled.

(*e*) Before submitting A.F. A 19 for an intended wife under (*b*) (vii) above, the officer i/c records should satisfy himself as to the woman's character, &c., and retain for record in his office—

(i) the recommendation of the O.C. the unit, who must be satisfied that there is a *bona fide* intention to marry.

(ii) a certificate by the soldier holding himself liable for the recovery through his accounts of the cost of the journey out and return, in the event of the marriage not taking place.

(*f*) Instructions as to embarkations under paragraph **1148** and sub-para. (*b*) above will be issued to the commandants of schools, &c., and officers i/c records respectively, and all correspondence on the subject should be addressed to them.

1150. (*a*) A return of numbers (A.F. B 144) will be rendered in accordance with para. **1159** (i), in the case of (i) a complete unit proceeding overseas from home, by the O.C. unit concerned, and (ii) drafts (other than R.A.) proceeding from home, by the O.C. draft-finding unit concerned;

(*b*) Information will be obtained from officers absent from the station as regards their families by the O.C. unit or draft-finding unit as the case may be.

(*c*) Unless some material alteration occurs in the numbers originally reported, in which case an amended return will at once be submitted, amendments to the original return will not be notified until the preliminary medical inspection ordered by para. **1104** has been carried out. As soon as this inspection has been completed, amended returns on A.F. B 144 will be rendered, and all subsequent alterations will be reported immediately they occur by means of further A.Fs. B 144.

1151. The procedure as regards R.A. drafts proceeding from home will be as follows :—

(i) A.F. B 144 in original only, and A.F. B 128 in duplicate, will be rendered to the Officer i/c R.A. Records by Os.C. brigades, headquarters and district establishments, or district establishments, or by Os.C. single batteries in the case of batteries at single battery stations at least *seven* clear weeks before the draft is due to embark.

(ii) The Officer i/c R.A. Records will compile from the returns rendered A.F. B 104-72 and A.F. B 104-73 and transmit them to the Under-Secretary of State, The War Office, at least six clear weeks prior to the date of sailing of the vessel to which the draft has been allotted.

the name of the vessel, the date of sailing, place of embarkation, and the port of destination.

(*b*) This report will be furnished:—

(i) when an officer proceeds abroad from the United Kingdom at his own or at the public expense — by the officer himself;

(ii) when an officer proceeds from one station abroad to another at his own or at the public expense — by the G.O.C.;

(iii) when an officer proceeds *via* the United Kingdom *en route* for another command at the public expense .. .. — by the G.O.C. (telegraphic).

(*c*) In addition an officer of the R.A.M.C. will send a separate report to the D.D.M.S. of the command to which he belongs.

Outward Passages

General

1147. The selection of the units to proceed overseas is made by the Adjutant-General; warning orders for the embarkation of individual officers and orders for the preparation of drafts and details for embarkation to complete units already abroad are issued under the same direction.

1148. (*a*) Commandants of schools, &c., at home will furnish to the Under-Secretary of State, The War Office, 3 weeks before the termination of courses, particulars of officers belonging to units abroad, who require passages to rejoin their units.

(*b*) Pending allotment of passages, officers who are granted leave on termination of the course will proceed on leave. Any who do not elect to proceed on leave will be attached to the school for temporary duty pending embarkation.

1149. (*a*) Except as provided in paras. **1148** and **1150** requisitions for officers' passages will be initiated in the War Office.

(*b*) Passages for soldiers and their families travelling individually in the following circumstances are provided by the Director of Movements and Quartering, The War Office, on the requisition of the officer i/c records concerned:—

(i) A soldier and his family, returning from furlough, who is entitled to passage at the public expense.

(ii) An unaccompanied family of a soldier at home requiring passage to rejoin the unit abroad.

(iii) A soldier rejoining his unit abroad, on completion of instructional courses.

(iv) A soldier rejoining his unit abroad, after conducting invalid family home. (*See* para. **1587** (vii).)

(v) An indulgence passenger, 2nd or 3rd class.

(vi) A soldier whose promotion and posting is dealt with by the record office, and not included with drafts.

(vii) An intended wife of a soldier, serving in a unit abroad, who has obtained permission to marry (*see* paras. **306-310.**)

(viii) A discharged man entitled to passage to the place of his enlistment under Allowance Regulations.

(*c*) Requisitions for passages under sub-para. (*b*) above should be submitted to the Under-Secretary of State, The War Office, on A. F. A 19.

(*b*) Individual soldiers.—Documents will be posted to the O.C. Troops, H.T.....c/o Embarkation Staff Officer, so as to reach him not later than the day before the soldier is due to embark.

In the case of cavalry and infantry drafts, the envelope or packet containing the documents must be inscribed:—

"Documents of draft from..... (unit), ... (station), to join.....(unit),.....(station)."

In all other cases the unit and station of origin and destination will be similarly shown, and, in addition, the envelope should be inscribed with the numbers, ranks and names of the men to whom the documents relate.

As the documents are not accessible during the voyage, the following will be kept separate from the bulk of the soldier's documents:—

(i) Medical history sheets.
(ii) Company conduct sheets.
(iii) A.F. N 1510, detachment pay and mess rolls.

These must be kept each in a separate cover inscribed as above and in addition the title of the document enclosed will be given.

The O.C. troops will ensure that before the vessel sails the documents at (i) above are handed over to the S.M.O. for custody during the voyage, and that those at (ii) are in possession of the officers who will have charge of the men on board.

The above instructions will also be followed in the case of units, so far as they can be applied.

1159. In addition to the returns specified in the general instructions (para. **1145**) the following returns relating to outward passages only will be prepared and rendered by:—

(i) the O.C. a complete unit or a unit from which details or families proceed.

T.—For troops proceeding by transport. *F*.—by freight-ship. *P*.—by packet.

Form (1)	Description (2)	To whom and when rendered (3)
A.F.B.144 .. (*T.F.P.*)	Return of numbers to embark: cavalry, R.A. and infantry. (Triplicate.)	2 copies direct to the Under-Secretary of State, The War Office. 1 copy to G.O.C.-in-C. of command. (Immediately troops or details are placed under orders.)
	All other arms. (Duplicate.) ..	1 copy direct to the Under-Secretary of State, The War Office. 1 copy to G.O.C.-in-C. of command. (Immediately troops or details are placed under orders.)
	Amended returns will be rendered as directed in para. **1150** (*c*).	NOTE.—For procedure in the case of R.A. drafts proceeding from units stationed at home, *see* para. **1151**.
A.F.I. 3956 .. (*T.F.P.*)	Inoculation state of unit, draft, or individual proceeding overseas.	1 copy to War Office 1 copy to D.D.M.S. of command. (1 day prior to unit or draft leaving its station.)

(ii) the Officer i/c Records.

A.F.A 19 .. (*T.F.P.*)	Applications for passages for individuals and details. (Para. **1149** (*b*).)	The Under-Secretary of State, The War Office. Six weeks before passages are required.

Documents

1166. (*a*) In order to enable the transfer to the reserve or discharge of soldiers to be carried out as expeditiously as possible on arrival in the United Kingdom, it is important that the following documents should accompany them or should be sent by post to arrive before the soldier arrives home:—

A.F. B 120
A.F. B 121
A.F. B 178
A.F. B 179 (in cases of invaliding)
A.B. 64, Parts I and II (in cases of transfer to the reserve)
A.F. O 1809G (India), N 1510 (Colonies)
A.F. B 198
A.F. B 268
A.F. B 2066
A.F. B 108
A.F. I 5033 in the case of soldiers for transfer to the Army Reserve.
A.F. G 1033 for personal equipment.
A.F. H 1157 showing articles of public clothing.
Duplicate attestation, and documents enclosed therewith (*see* para. **1617**).

(*b*) A copy of the authority for premature transfer to the reserve, or discharge, in the case of a soldier who has not completed his colour service but whose premature transfer to the reserve or discharge has been authorized by the competent authority, should also be sent. In the case of discharge by purchase (*i.e.*, under sub-para. (viii), para. **370**), this document will show whether the purchase and passage money have been received or not, and, if received, by whom.

(*c*) The rules laid down in para. **1158** regarding the separation of certain documents accompanying soldiers will also apply to homeward passages, and passages between stations abroad.

1167. (*a*) The documents of soldiers will be divided under the headings A to H of para. **1170** (*i*) before the soldiers are embarked, and will be addressed as follows:—

Soldiers of the headings A—H of para. **1170** (i)	To—
A	O.C. depot given in para. **1181** (iv) (*b*).
B	O.C. unit given in para. **1181** (iv) (*c*).
C	G.O.C. command in which disembarked.
D	Embarkation medical officer superintending disembarkation, who will re-address to the hospital to which the soldier is sent.
E	Officer i/c records for disposal.
F	Officer i/c records.
G	Officer i/c records for disposal.
H	

(*b*) A soldier, whose discharge by purchase has been authorized, and who is being sent home by private steamer, will be given written instructions to proceed to the place of discharge immediately on disembarkation;

Homeward Passages and Passages between Stations Abroad

General

1160. Subject to any special instructions issued from the War Office the selection of passengers to fill available ship accommodation for homeward passages will be made by the G.O.C. concerned, by whom the necessary embarkation orders will be issued,

1161. (*a*) Instructions regarding the qualifications necessary in soldiers to be sent home during any trooping season for transfer to the reserve or discharge are issued to all concerned prior to the commencement of each trooping season. In addition, such soldiers whose premature transfer to the reserve or discharge before completion of engagement has been authorized will be sent if accommodation is available.

(*b*) In order to obviate overcrowding at places of discharge at home parties of soldiers proceeding on the same ship who are to be transferred to the reserve or discharged within two months of date of arrival at home (*see* para. **1170** (i) A), are to be drawn whenever possible from the same corps as the draft being sent out on that ship and are to be approximately of the same numerical strength.

1162. When the wife or children of a soldier on the married quarters roll are sent home in consequence of ill-health, the report of the medical board, on whose recommendation the family is returning home, will state whether it is really necessary that the husband should accompany his wife, such necessity being limited to cases of very serious illness or mental disease. Invalided families will, if possible, be sent home by transport, but when a case is so urgent as to render packet passage necessary, a statement to that effect will appear in the medical report.

1163. When troops proceed from one station abroad to another, and their families are ordered home, a list will be sent to the Under-Secretary of State, The War Office, stating the rank and name of each soldier and the address in the United Kingdom to which the wife has been, or will be, sent. Each woman will be provided with A.F. O 1777.

1164. Men proceeding home for transfer to the Army Reserve or discharge will be informed, before leaving their units, that they can obtain plain clothes from store on repayment at the place of their transfer to the Army Reserve or discharge. They should be warned against giving orders for clothes to touts on board ship or on the jetty.

1165. Sufficient money will be given to the O.C. a party of soldiers being sent home to enable weekly payments not exceeding the normal weekly rate of pay, or 6*d.* a day when a soldier's account is in debt, to be made during the journey, and a payment of 10*s.* to each soldier immediately before disembarkation. No cash payments will be made to soldiers whose discharge has been authorized under sub-paras. (x), (xi), (xii) or (xiii) of para. **370.** The payment to be made immediately before disembarkation will be in English currency, and is intended to meet the soldiers' requirements on disembarkation and during the onward journey. When no officers are embarking with a party of soldiers, the above payments will be made to the individual soldiers before they embark.

husbands are returning to the United Kingdom, as laid down in sub-para. (i) above, and the columns showing whether the soldiers are on the married quarters roll and whether married quarters are required at home will be completed. The following information should also be given:—

(*a*) Those not requiring married quarters.—The selected place of residence in the United Kingdom;

(*b*) Those requiring married quarters.—The address to which the family will proceed in the event of married quarters not being available.

In the case of unaccompanied families, separate nominal rolls on A.F. B 127 will be prepared, and the words "UNACCOMPANIED FAMILIES" added to the word "SOLDIERS" in the heading.

(iii) The nominal rolls of soldiers for transfer to the reserve will show opposite each soldier's name whether the transfer is on completion of colour service, and, if so, the date it is due, or whether transfer is before completion of colour service.

(iv) The nominal rolls of soldiers for discharge will show opposite each soldier's name the sub-para. of para. **370** under which the discharge is to be carried out. Where soldiers are to be discharged on the termination of their engagements, the rolls will show the dates on which the discharges are due, and, where applicable, a note to the effect that the soldier is to be given special re-enlistment furlough.

(v) The nominal rolls of officers and accompanying families will be prepared on separate sheets (the heading of A.F. B 127 being suitably altered) from those of soldiers and accompanying families, and, in addition to the unit and corps of an officer, the reason for which the passage is granted will be added opposite each officer's name.

(vi) Such interval will be left between each of the names on the nominal roll as will admit of the remarks column being fully completed.

1171. (*a*) To ensure the satisfactory disposal of military passengers on arrival and to obviate unnecessary hardship to individuals and possible expense to the public it is important that they are preceded by adequate information and warning of their arrival.

(*b*) Os.C. units will forward to the officer i/c records an advance copy of the nominal rolls (A.F. B 127) (referred to in para. **1168** (*a*)) by the first mail leaving after the details have been placed under orders to embark. The latter officer should also be kept informed by post of any material alteration which may arise before the party leaves for the port.

(*c*) On receipt of these nominal rolls officers i/c records will, after verifying the contents, forward copies to Os.C. depots or units to which the soldiers and families will be despatched on disembarkation (*see* para. **1181**), and also to G.Os.C. commands in the case of soldiers for disposal in accordance with para. **1170** (i) C.

Army Form B 142

1172. (*a*) In order that the necessary preliminary arrangements may be made for the superintendence of disembarkation and for the disposal of

1174. *General instructions regarding the compilation of the return.*

(i) Officers of R.N. and R.A.F. ratings and airmen will be included in the appropriate category.

(ii) To facilitate reference and to reduce to the minimum any amendments to the return which it may be necessary to telegraph, every entry in the second vertical column of the return will be given a serial number which will be inserted in the left-hand column.

(iii) At the end of the return the total number of passengers on board will be given in the columns appropriate to the class of accommodation in which they are travelling. (Men, women and children being shown separately.)

(iv) An entry will be made in the "Remarks" column against the name of each officer who is detailed for duty on the ship's staff. When a soldier is detailed for duty on the ship's staff his name will be entered in the "Remarks" column on the appropriate horizontal line. These entries will show the nature of the duty, &c.

(v) When a complete unit embarks, the fact will be stated in the column of remarks.

(vi) The addresses to which soldiers who have been granted furlough are proceeding will be given in the "Remarks" column.

(vii) Horse transport, mechanical transport and supply details of the R.A.S.C. will be kept distinct, and the letters "H.T.", "M.T." or "S." will be shown against each entry in order that the disposal of such details on disembarkation may be determined before they arrive. (*See* para. **1181** (iv)).

1175 (*a*). Particulars contained in the return will be circulated in full from the War Office to all commands at home in the case of transports or large freights, and only to the commands concerned in the case of small parties sent by freight or packets.

(*b*) The home commands will notify Os.C. units, depots, &c., to which personnel will proceed on disembarkation, and will instruct them to inform the embarkation staff officer responsible for supervising disembarkation whether public quarters or lodgings will be available for those families of whose impending arrival and requirements as to public quarters they have been warned (*see* also para. **1171**). This information should reach the embarkation staff officer supervising disembarkation at least 96 hours prior to the arrival of the ship on which the families are travelling, in order that, failing the availability of public quarters or lodgings at the unit or depot, &c., the embarkation staff officer supervising disembarkation may arrange for the despatch of the families to accommodation elsewhere. In the case of R.E. and R. Signals personnel arriving from abroad, copies of A.F. B 142 will be circulated from the War Office to the officers i/c R.E. Records and R. Signals Records respectively, and the responsibiity for the notification of an issue of instructions to Os.C. units referred to above will rest with the officer i/c records and not with command headquarters.

(*c*) Duplicates of the return will be sent by commands abroad to one of the following officers at the same time as the returns for the War Office are posted:—

O.C. Depot, Gloucester Regiment, Bristol, if disembarkation is to take place at Bristol.

personnel arriving home from abroad, general or other officers commanding at stations abroad will send to the Under-Secretary of State, The War Office, a return on A.F. B 142, prepared in accordance with the instructions printed thereon (except where these are at variance with these regulations), in respect of every ship conveying to Great Britain any personnel from their commands in military employment, or the families of such personnel, other than officers and their families travelling at their own expense.

(*b*) Commands abroad will despatch the returns in such time as to ensure that they reach the addressee, if possible, at least 14 days before the arrival at home of the ships to which they refer. It is imperative that these returns should arrive in time to admit of their circulation by post to all concerned at home prior to the arrival of the ships.

1173. Passengers will be divided into the following three categories, and the detailed information indicated below will be furnished in each respective category:—

(i) *Category One—Officers and accompanying families.*

(*a*) The names of officers and the units or corps to which they belong and to which they may be attached will be given. Officers will be grouped by units and under headings to show the reason for their return home. The number of persons constituting the family which accompanies an officer will be shown in the appropriate columns of the form and on the same horizontal line as the officer. Similarly, domestic servants who accompany an officer will be shown.

(*b*) Ages and sexes of officers' children will be given.

(ii) *Category Two—Soldiers and accompanying families.*

(*a*) The names of soldiers (except such as are required for compliance with the general instructions below) will not be stated. Soldiers, except those of a complete unit on board, will be grouped by units under the headings (A) to (H) of para. **1170** (i) The total number of soldiers by units under each of these headings will be given.

(*b*) Warrant officers entitled to second-class accommodation on board ship will be shown in a different vertical column to soldiers entitled only to troop deck accommodation, but second and third-class passengers of the same headings (A) to (H) and the same unit or corps will be shown on the same horizontal line of the form.

(*c*) Families accompanying soldiers will be shown in the same manner as families accompanying officers. In the case of families entitled to public quarters, the words "Quarters, Yes" or "Quarters, No" will be entered in the "Remarks" column to indicate whether or not public quarters are required.

(iii) *Category Three—Unaccompanied families.*

All unaccompanied families will be placed in the one category "Unaccompanied Familes," but those of officers will be grouped separately from those of other ranks. The families will be grouped by units under headings which show the reason for the grant of passage. The name of the head of the family, whether an officer or any other rank, will be given in every case. The instructions given above as as to the ages and sexes of children, and requirements with regard to public quarters, will also be observed in the case of unaccompanied families.

1179. The embarkation staff officers superintending disembarkation will telegraph as early as possible to the O.C. station, depot, &c., and at the final destination of each party exceeding 10 in number the following information:—

Number of officers and other ranks.
Number o fwomen and children of families on the married quarters roll.
Corps.
Name of ship from which disembarked.
Date of disembarkation.
Time of despatch from port of disembarkation.
Approximate time of arrival at final destination.

Officers—Report of Arrival

1180. (*a*) On arrival in the United Kingdom, an officer travelling without troops, whether at the public expense or not, will immediately report himself in writing to the Under-Secretary of State, The War Office, giving his address, date of arrival, name of vessel, port of disembarkation, and copy of authority under which he has returned. An officer having quitted the vessel at a port abroad will also state the date on which the vessel arrived at that place.

(*b*) An officer arriving home on duty, whose new station has not been notified, and who has not been instructed to report himself personally to the War Office, will be given the option of proceeding on leave from the date of disembarkation. If he does not elect to proceed on leave, he will be despatched to the depot of his unit or corps,* where he will be temporarily attached for duty until otherwise disposed of.

(*c*) An officer proceeding home for a course of instruction, or to join the Staff College as a student, who arrives before the date of the commencement of the course at the school or Staff College, will be given the option of proceeding on leave from the date of disembarkation. If he does not elect to proceed on leave he will be despatched to the school or Staff College, there to be temporarily attached for duty until the date of the commencement of the course.

Disposal of Details, Invalids, Contacts and Prisoners—at Home

1181. Details arriving from abroad will be disposed of as follows :—

(i) Transfers from one unit to another will be sent to their respective destinations.

(ii) Invalids, and their families if accommodation is available, other than those mentioned in sub-para. (iii) will be sent to the Royal Victoria Hospital, Netley. If accommodation for families is not available at Netley, other public accommodation in the vicinity will be allotted, if available, by arrangement between the Embarkation Commandant, Southampton, and Headquarters, Southern Command. Invalids disembarking at ports other than Southampton, who are unfit to stand the journey to Netley will be sent to the nearest military hospital; their families will be accommodated in the vicinity if quarters are available.

(iii) Members of Q.A.I.M.N.S. recommended for treatment will be sent direct to the Queen Alexandra Military Hospital, Millbank, London, S.W.

* London will for this purpose be regarded as the depot of the R.A. Ch.D.

Cavalry	to a cavalry regiment at home under instructions issued by the Officer i/c Cavalry Records.
R.A., Corps of Military Police, R.A.M.C., A.D. Corps, R.A.V.C., R.A.O.C. ..	to depot.
R.E.	to particular unit to which posted by Officer i/c R.E. Records.
R.E. (establishment for engineer services) ..	to particular station to which posted by the Director of Works, the War Office.
R. Signals	to particular unit to which posted by Officer i/c R. Signals Records.
Infantry..	to depot in the case of regiments having a battalion with the British Army of the Rhine; to home service battalion in all other cases.
R. Tank Corps	to the R. Tank Corps Depot.
R.A.S.C.—	
H.T.	to H.T. Depot Company, Woolwich.
M.T.	to M.T. Depot Company, Aldershot.
Supply	to Supply Depot Company, Aldershot.
Remount Service	to H.T. Depot Company, R.A.S.C., Woolwich.
R.A.P.C.	to Regimental Paymaster, R.A.S.C., Woolwich.
A.E.C.	to the Army School of Education, Shorncliffe.
M.P.S.C.	to Detention Barracks, Aldershot.

(*d*) In the case of those for transfer to the Army Reserve or discharge, who are admitted to the Royal Victoria Hospital, Netley, the O.C. hospital will inform the O.C. unit referred to in sub-para. (*b*) or (*c*) above, as early as practicable, whether it is proposed to bring the soldiers forward for invaliding. If such soldiers

Those for posting to the home establishment will be dealt with as follows:—

(*a*) If they are in possession of written orders to proceed to a new station they will be despatched thereto in the usual way.

(*b*) If they are not in possession of written orders to proceed to a new station, they will be given the option of proceeding on leave from the date of disembarkation pending posting. If they do not elect to proceed on leave they will be despatched to London to report in person to the Matron, Queen Alexandra Military Hospital, Millbank, London, S.W., where they will be employed until otherwise disposed of.

(iv) Soldiers for transfer to the Army Reserve or discharge:—

(*a*) Those arriving with their unit will proceed with it to its destination.

(*b*) Those not accompanying their unit who have less than two months to serve on disembarkation will be despatched as follows:—

Cavalry	to a cavalry regiment at home under instructions issued by the Officer i/c Cavalry Records.
R.A., R.E., R. Signals, infantry, R.A.M.C. A.D. Corps, R.A.V.C., R.A.O.C., and Corps of Military Police	to the depot of their corps.
R. Tank Corps	to the R. Tank Corps Depot.
R.A.S.C.—	
H.T.	to H.T. Depot Company, Woolwich.
M.T.	to M.T Depot Company, Aldershot.
Supply	to Supply Depot Company, Aldershot.
Remount Service	to H.T. Depot Company, R.A.S.C., Woolwich.
R.A.P.C.	to the Regimental Paymaster, R.A.S.C., Woolwich.
A.E.C.	to the Army School of Education, Shorncliffe.
M.P.S.C.	to the Detention Barracks, Aldershot.

(*c*) Those not accompanying their unit who have more than two months to serve after disembarkation will be despatched as follows:—

(xiv) Army schoolmistresses for whom no posting orders have been issued will report in writing to the Under-Secretary of State, The War Office. They will be given the option of proceeding on leave from the date of disembarkation. Any who do not elect to proceed on leave will be despatched to the Elder Girls' School, Barrosa Barracks, Aldershot, where they will be temporarily attached for duty until otherwise disposed of. Army schoolmistresses for whom posting orders have been received will also be given the option of proceeding on leave from the date of disembarkation, under Art. 911, Pay Warrant, 1926. If they do not elect to proceed on leave they will be despatched to their station in the usual way.

1182. Os.C. units and depots at home, when publishing in Part II Orders particulars of soldiers and families who have arrived at home, will record the date of their disembarkation.

1183. On arrival of vessels containing cases of infectious disease at the port of disembarkation it is the duty of the D.D.M.S. of the command to issue the necessary instructions to the embarkation staff officer superintending the disembarkation for the disposal of the military personnel. The D.D.M.S. will issue his instructions through the embarkation medical officer, and will at the same time inform the Director of Hygiene, The War Office. In these circumstances the embarkation staff officer will carry out such recommendations as are detailed by the D.D.M.S., notwithstanding any general instructions for the disposal of troops which may be in existence.

1184. (*a*) When it is desired to commit to a civil prison prisoners who have disembarked from a transport on which a serious infectious disease, such as smallpox, cholera, plague, typhus, or yellow fever, has occurred, notification will first be sent to the Secretary, The Prison Commission, Whitehall, S.W.1, regarding the intended committal.

(*b*) Notification will also be sent to the Under-Secretary of State, The War Office, by the embarkation staff officer, in the case of soldiers under sentence similarly situated, whom it is desired to commit to Aldershot Military Prison.

(*c*) No committals will take place in either case until a reply has been received.

Disembarkation of Horses

1185. (*a*) A horse disembarked at home will not leave the dock premises until inspected by a government veterinary surgeon, and certified to be free, or otherwise, from infectious or contagious disease. This certificate will be produced before any horse can be admitted to barrack stables.

(*b*) If certified sick the horse, if landed in the Port of London, will be sent to the station veterinary hospital at Woolwich; and if landed elsewhere, to such accommodation as may be specially arranged locally. The embarkation staff officer will notify the A.V.O. of the command when any horses are arriving, in order that arrangements may be made for their inspection.

Returns

1186. The following is a summary of the returns which are required in the case of embarkations abroad, in addition to those laid down in para. **1145.**

are not to be brought forward for invaliding, the O.C. unit will be responsible for carrying out the transfer to the Army Reserve or discharge, as the case may be.

(v) Soldiers suffering from mental disease will be sent to Netley. Women suffering from mental disease will not be sent to Netley or to any military station. If they have no homes to be sent to, or friends to take charge of them, they will be handed over to the authorities of their own parish. Pending arrangements for this purpose, the G.O.C. at the port of disembarkation will make local arrangements for their safety. (*See* para. 389.)

(vi) Soldiers, other than invalids and venereal patients, who report sick during the voyage and require further hospital treatment on disembarkation, will be transferred to the military hospital nearest to the port of disembarkation, accompanied by all their documents and an extract from A.B. 172.

(vii) Venereal patients, other than those included as invalids in sub-para. (ii) who are fit to travel will proceed with their unit or party as transfers to the military hospital at the station to which the unit or party is proceeding. They will be accompanied by an extract from A.B. 172 completed accordingly. If unfit to stand the journey involved they will be transferred to the military hospital nearest the port of embarkation.

(viii) Soldiers' orphans will be sent to Netley. If necessary, motherless infants may be sent to Netley pending the father's arrangements for their disposal. Widows will be sent direct to their homes.

(ix) Soldiers with invalided families will accompany them to destinations, *i.e.*, to the station of the soldier, if he is to be absorbed into the home establishment, or to the selected place of residence (as defined in para. 311, Allowance Regulations, 1924) of the family, if he is granted furlough from abroad to accompany them. If the family on arrival is sent to a military families hospital for immediate treatment the soldier will accompany them to the hospital.

(x) Soldiers who are due to be discharged under sub-paras. (iii), (x), (xi), (xii) or (xiii) of para. 370:—

(*a*) Those under sentence, whose terms of imprisonment or detention have not expired, will be disposed of in accordance with paras. 686, 688 and 689.

G.Os.C. commands will notify particulars of the prison or detention barracks to which such soldiers are committed to officers i/c records who will be responsible for ensuring that their discharge is carried out without delay.

(*b*) Those whose terms of imprisonment or detention have expired will be attached to a unit under arrangements to be made by the G.O.C. of the command in which disembarked, in order that their discharges may be carried out immediately.

(xi) Military convicts and soldiers under sentence arriving without proper papers to admit of their removal to a prison or detention barrack, will be detained in military custody until the arrangements laid down in the Army Act have been made for their removal. Other military convicts and soldiers under sentence will be disposed of as directed in paras. 679 and 686.

(xii) Parties of R.A.M.C. disembarked from duty on board ship will be sent to the depot at Aldershot, those of R.A.V.C. to the depot at Woolwich.

(xiii) Men who arrive home on transfer to the home establishment will be dealt with in accordance with instructions from the record office concerned.

SECTION XII.—GENERAL DUTIES

1.—GENERAL

Responsibility for Public Money and Stores

1187. (*a*) An officer entrusted with public money will keep a precise record of his cash transactions in a form complying with any relevant regulations or instructions.

(*b*) He may delegate the duty of writing up such cash records, to a subordinate commissioned officer, but he will still exercise a direct supervision over all money transactions and will not be relieved of financial responsibility for any losses which may occur in connection with his account. He is personally responsible for the correctness of amounts authorized by him to be paid by a subordinate officer.

(*c*) All entries in the cash book, or equivalent authorized form, will be made in ink by the officer himself or the officer to whom the duty is delegated, and the cash book, &c., and cheque book will be kept in the personal custody of one or the other.

(*d*) Every officer charged with the issue of cash will either make the payments himself or see that they are made in his presence.

(*e*) A warrant officer, non-commissioned officer, soldier, or subordinate civilian employee in army employ, will not be subjected to the risk of financial loss by having public money, whether in the form of cash or otherwise, placed in his hands except for such purposes as may be specially authorized by the Army Council by regulation or special instructions; nor will he be charged with the custody of forms of authority for the issue of money, *e.g.*, drafts, cheques, money orders, postal orders, postal drafts, &c.

(*f*) Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purpose not sanctioned by his C.O.

1188. Any incidental receipts (*e.g.*, proceeds of sale of horsehair or manure or other credits of the same nature), for dealing with which no special provision is made by other regulations, should be brought strictly to account as public money.

1189. A company, &c., commander is responsible for ensuring that all cash payments made to a soldier and all stoppages, &c., made from time to time are recorded in the pay and mess roll. The cash payments will be made in the presence of an officer and two witnesses (other than the N.C.O. who keeps the pay and mess roll), who will certify that the amounts charged have been actually paid. In the case of soldiers serving with a detachment where no officer is present, the O.C. unit concerned will arrange for individual payment to be made by money order or postal order. An O.C. unit or corps will supply the paymaster with all necessary information affecting the men under his command, and will see that he is supplied daily with certified copies of Part II orders.

1190. A quartermaster, except a quartermaster of R.A.S.C. i/c executive supply duties of a station, will not in any circumstances deal

To be rendered by—

(i) The O.C. unit from which details or families proceed.

T.—For troops proceeding by transport. *F.*—by freight-ship. *P.*—by packet.

Form (1)	Description (2)	To whom and when rendered (3)
A.F. B 127 .. (*T.F.P.*)	Nominal rolls (in triplicate) of officers, soldiers and families embarking abroad for the United Kingdom. (Paras. **1168** and **1171.**)	To be given by O.C. unit to officer i/c party, who will keep the rolls up to date and hand one copy on arrival at the port of embarkation to the embarkation staff officer, and one copy to the O.C. troops on the ship. Advance copy to officer i/c records immediately individuals or parties are placed under orders to embark.
A.F. B 172, for colonies. Special form for India. (*T.F.P.*)	Do., do., as invalids. (*See* para. **352.**)	D.D.M.S. concerned. A fortnight before embarkation.
MSS. .. .. (*T.F.P.*)	List of men on married quarters roll proceeding to another station abroad whose families are sent home. (Para. **1163.**)	The Under-Secretary of State, The War Office. Day of embarkation.
A.F. A 2 .. .. (*T.F.P.*)	Copy of proceedings of medical board on invalid families sent home. (Para. **1162.**)	1 copy to War Office. 1 copy to accompany the invalid if embarked in a transport, to be forwarded to officer i/c records on disembarkation (or on discharge from hospital if admitted to hospital on disembarkation). 1 copy to officer i/c records direct if patient is sent home otherwise than by transport.
A.F. B 115 .. (*T.F.P.*)	Certified true copy of record of declaration of court of inquiry on illegal absence.	Embarkation staff officer at port of embarkation. } When necessary. *See* para. **1620.**
A.F. B 296 .. (*T.F.P.*)	Completed as far as possible and signed	Do.
A.F. B 120 .. (*T.F.P.*)	Certified true copy	Do.
A.F. B 121 .. (*T.F.P.*)	Certified true copy	Do.

(ii) The G.O.C.

A.F. B 142 ..	Return of numbers to embark ..	1 copy to the Under-Secretary of State, The War Office, 1 copy to officers named in para. **1175,** according to port of disembarkation at home. To arrive where possible 14 days in advance of the troops. A telegraphic report notifying any changes will be rendered as soon as the ship sails.

(*d*) The subaltern officers, warrant officers or N.C.Os. in charge of troops, sections, or platoons, are responsible to the squadron, &c., commander, and the N.C.Os. or privates in charge of sections or sub-sections will be responsible to their subaltern officer or platoon commander. This chain of responsibility will be strictly enforced. Subaltern officers on joining will provide themselves with a nominal roll of their charge, and will make themselves acquainted as soon as possible with the disposition, character, age and service of each of their men.

1194. As far as practicable the men belonging to each troop, battery, company, platoon, section, or sub-section will, whether in barracks, camp or billets, be quartered and detailed for duties together, so as to facilitate the duties of supply and of efficient supervision, and to foster a spirit of comradeship and mutual confidence.

1195. Dismounted men who form part of the establishment of a regiment of cavalry will be clothed, armed, and equipped, with the exception of horse appointments, in every respect like the rest of the regiment. They will be frequently drilled in the field, and practised in every part of their duty as cavalry soldiers.

Soldier's Service and Pay Book

1196. This book (A.B. 64), is divided into two parts, Part I for use during peace and war and Part II for use during war only. Instructions regarding Part II are contained in Mobilization Regulations. A. B. 64, Part I, is issued to every soldier, by the unit he first joins after enlistment, and particulars of his service, &c., will be entered therein. All entries or necessary alterations will be made by the company, &c., commander. Under the heading "Employment while Serving", on page 8, only military courses of instruction and military employment, with the dates and qualifications attained, and dates and duration of employment, will be recorded. The book will always be in the soldier's possession whether at home or abroad. Should a soldier lose his book he must replace it at his own expense. The soldier will retain his A.B. 64, Part I, on discharge, but on transfer to the Army Reserve the A.B. 64, Part I, will be sent to the officer i/c records, who will forward it to the place of joining, where it will be retained. In case of desertion the book, if left behind, will be retained by the unit and enclosed in the soldier's duplicate attestation. On the death of a soldier his book will be sent to the Under Secretary of State, The War Office, for transmission as may be necessary.

1197. The entries of next-of-kin in A.B. 64, Part I, will be verified and corrected annually soon after 1st January, and any corrections will be reported to officers i/c records (*see* para. **1619**). On mobilization taking place, the entries will be revised to date and any corrections similarly reported. These entries have no legal effect whatever as regards distribution of property in the event of death. Unless a formal will is executed, the soldier's estate is liable to be dealt with as if he died intestate. A.B. 64, Part I, contains forms of wills and instruction for executing them.

1198. (*a*) The importance of making a will is not sufficiently realized by soldiers. Although every soldier has facilities in A.B. 64, Part I, for executing a will during peace or on active service, the fact that a large number of pay-books are lost in the field indicates the importance of depositing, where possible, all wills at record offices for safe custody.

with, or be held responsible for, the quality of the supplies admitted to or held in store, but will deal solely with the quantities to be received and with their distribution.

1191. A quartermaster will not perform any cash duties except in circumstances in which he is by the regulations recognized as a sub-accountant. In exceptional circumstances, such as the absence of any other officer, a G.O.C.-in-C. may specially authorize a quartermaster temporarily to hold cash imprests or be responsible for regimental funds.

1192. The duties of imprest holder and quartermaster should not, if it can possibly be avoided, be combined in one person. Officers of the R.A.P.C. and quartermasters will not preside over committees for the management of mess, band, institute or other regimental funds, nor will the moneys of any of these funds be placed in their custody, except as provided above.

Organization of Companies, &c.

1193. (*a*) Apart from the headquarter wing (where the unit organization provides for such a formation), each squadron, troop, battery, and company will be permanently designated as follows:—

Cavalry, R.H.A., training and depot companies R.E., infantry, tank battalions R. Tank Corps, supply and depot companies R.A.S.C., and depot companies, R.A.M.C.—by a letter of the alphabet, commencing with A. R.A. (except R.H.A.) by a letter of the alphabet or by consecutive numbers, R.E. (other than training and depot companies), horse and mechanical transport companies, armoured car companies R. Tank Corps, R.A.S.C., R.A.M.C., and sections of the R.A.O.C. and R.A.V.C.—by consecutive numbers. Units of the R. Signals will be named after the formation which they serve, numbers or letters being allotted where necessary.

(*b*) Each machine-gun squadron in regiments of cavalry of the line will be divided into machine-gun troops, whilst other squadrons will be divided into troops, each troop being numbered from No. 1. Each battery of R.A. (with the exception of each anti-aircraft battery, which will consist of two or four sections of anti-aircraft guns, each of two sub-sections, and one Lewis gun section), will be divided into two or three sections, each under the command of a subaltern officer, according to the establishment on which it is placed. Each section will be divided into two sub-sections, each under a "No. 1." The sections will be termed right, centre (6-gun batteries only), and left sections and the sub-sections will be lettered from A consecutively throughout the battery. Each machine gun company of a battalion of infantry will be divided into sections numbered from "1" onwards, and each rifle company of infantry will be divided into four platoons, platoons being numbered consecutively from "1" throughout the battalion and commanded by a subaltern officer or by a serjeant. Platoons will be permanently divided into sections, each under a N.C.O. Sections will be numbered consecutively from "1" throughout the company.

(*c*) Companies of tank battalions, R. Tank Corps, will be divided into sections numbered consecutively from No. 1 onwards throughout the battalion.

Kits and private property of Soldiers

1201. When a soldier is given up to another unit as a deserter, his account will be settled between the company, &c., commanders as in cases of transfer.

1202. (*a*) When a soldier is sentenced to penal servitude, imprisonment or detention, on the expiration of which he will not rejoin his unit, he will be informed that the military authorities are not responsible for the custody of any private property he may possess. Facilities will be given him for making private arrangements for the custody or disposal of his property, including regimental necessaries not sent with him to prison or detention barrack; should he decline or fail to make private arrangements prior to quitting his corps, any articles then remaining in military charge will be sold by auction, in the same manner as the effects of deserters.

(*b*) These instructions will not apply to deserters and soldiers convicted of felony, whose property will be dealt with in accordance with the Regimental Debts Act and the warrant and regulations relating thereto.

1203. (*a*) Any cash in the soldier's possession will be accounted for as laid down in Financial Instructions (non-effective estates).

(*b*) When carrying out the sale of a deceased soldier's effects any personal effects of a sentimental value should be preserved and forwarded by registered post to the Under-Secretary of State (F.8), The War Office, and not to the next of kin. An inventory should be enclosed in the package and a copy kept.

1204. (*a*) When a soldier suffering from mental disease is about to be sent to the United Kingdom as an invalid, the O.C. hospital will obtain from the C.O. of the man's unit the remainder of the invalid's effects which it is proposed to send with him, together with an inventory on A.F. B 253. The O.C. hospital will then prepare a fresh A.F. B 253 showing the whole of the effects which are to be sent home with the man. This will be countersigned by each officer or N.C.O. who has charge of the effects during the journey, and will be handed over in original to the O.C. hospital to which the invalid is taken on arrival in the United Kingdom.

(*b*) In the case of a soldier serving at home who is sent to a military hospital as suffering from mental disease, similar procedure will be observed.

(*c*) On transfer to a mental institution, any personal effects will be sent with the man to the authorities of the institution to which he proceeds. If the soldier is transferred to the care of relatives or friends, his personal effects will be sent with him. In either case a receipt will be obtained.

2.—GARRISON AND REGIMENTAL DUTIES

Roster of Duties

1205. For all duties, whether with or without arms, and whether performed by units or by individuals, the roster will commence from the senior downwards.

(*b*) Os.C. will therefore urge upon all troops the importance of executing their wills, especially before embarkation for active service. No soldier can be compelled to make a will.

(*c*) Although unnecessary in the case of wills executed on active service, it is advisable that all wills should be duly witnessed. A.F. W 3297 provides simple forms for witnessed wills. Supplies of this form should be indented for by Os.C. units.

(*d*) When A.F. W 3297 has been completed, it will be handed to the soldier's C.O. and forwarded by him by registered post for safe custody to the officer i/c records concerned, who will deal with it as in sub-para. (*f*). If any will made in A.B. 64, Part I, is deposited with the officer i/c records, a note will be made on the margin left in the book to show when the will was sent to the officer i/c records.

(*e*) Any man who wishes, after proceeding on active service, to make a formal will (or a fresh will) and desires to obtain greater security for its preservation than is possible in the case of a will in his pay-book should ask his C.O. to transmit it to the officer i/c records.

(*f*) Officers i/c records will place all wills received for safe custody in special envelopes (A.F. W 3601) and will keep them in a place of security. Wills will not be filed with attestations, but a gummed slip (A.F. W 3664) will be affixed to the attestations of soldiers for whom wills are held. Wills will be disposed of as follows:—

On transfer to another corps ..	Sent with the soldier's documents to the new record office.
On discharge	Sent direct to the soldier.
On transfer to the Army Reserve.	Sent direct to officer i/c records.
On marriage being reported ..	Sent to the soldier's C.O. for return to the soldier.
On promotion to commissioned rank.	Sent to the War Office with the original attestation (*see* para. **1639** (xiii)).
On death being reported ..	Sent to the War Office with A.F. B 104–116 or B 104–93 (*see* paras. **1590** and **1594**).

1199. A soldier's religious denomination will be classified, for all purposes, in accordance with his own declaration on the subject, under one of the following denominations:—

Church of England; Presbyterian (including Church of Scotland, United Free Church of Scotland, Free Church of Scotland, Presbyterian Church of England, Presbyterian Church in Ireland, and Presbyterian Church of Wales or Calvinistic Methodist Church of Wales); Roman Catholic; Wesleyan; Baptist* ; Congregationalist* ; Primitive Methodist*; United Methodist*; Jewish; or other denomination as stated by the soldier.

1200. (*a*) Should a soldier wish to change his religious denomination, he should make an application to his C.O. in writing, endorsed by the chaplain of the denomination in which he was attested and the chaplain of the communion to which he wishes to transfer.

(*b*) A record of any such change will be made in the soldier's documents.

* Comprising the United Navy, Army and Air Force Board.

1214. A lieutenant-colonel commanding a regiment of cavalry or battalion of infantry, or exercising a lieutenant-colonel's command of R.A., R.E., R. Signals, or R. Tank Corps, will, as a rule, be exempted from serving as field officer of the day, and on other ordinary garrison duties, except when the general commanding at the station considers that, owing to the small number of field officers available, it is not advisable to exempt him.

1215. Every major will do garrison duty as a field officer. A captain holding higher brevet rank will do duty as a field officer in camp and garrison, but will perform regimental duties according to his regimental rank. When performing garrison duties as a field officer he will be mounted.

1216. In stations where a garrison adjutant is authorized, he is, in addition to "A" duties, responsible for local "Q" duties, including fire protection, allocation of cleaning areas, sanitary inspections, camps, &c.

Daily Duties

1217. At a home station the hours for "reveille," "retreat," and "tattoo" will be:—"reveille," not earlier than 5 a.m. in summer and 6 a.m. in winter, the actual hour being fixed at the discretion of G.Os.C.; "retreat," at sunset; "tattoo" ("last post"), at 10 p.m., unless otherwise specially ordered. At a station abroad these hours may be varied by a G.O.C. to suit his command.

1218. Between tattoo and reveille no call will be sounded, except "lights out" (which will be sounded a quarter of an hour after "last post") and the "alarm," "fire-alarm," or other signal for troops to turn out. On the "alarm" being sounded all troops will turn out under arms.

1219. The field officer of the day will be present at garrison guard mounting and will visit all such guards by day and night; these duties will be performed mounted, unless otherwise ordered. He will take command of the piquets in case of fire, riot, or alarm. In the morning, when the guards dismount, the reports of their commanders will be forwarded by the field officer to the O.C. the station, together with his own report.

1220. In a small garrison a captain will do the duty of field officer of the day in the same manner in all respects as a field officer, except that his being mounted may be dispensed with. When the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed and directed to perform a portion of the field officer's duties.

1221. A captain of the day or week, and a subaltern of the day, will be detailed in each unit to superintend regimental duties.

1222. An adjutant of the day, and any personnel, including bands and drummers, required for garrison duties, will be furnished from the battalions in garrison, according to roster.

1223. Soldiers will be warned for all duties, &c., by means of daily orders posted in a suitable place in the quarters of each company, &c.

1206. Duties are classified as:—

(i) Guards—(*a*) of the Sovereign; (*b*) of members of the Royal Family; (*c*) of viceroys; (*d*) of the governor-general, governor, high commissioner, lieutenant governor, or officer administering the government of a dominion, state, colony, mandated territory or territory under His Majesty's protection abroad; (*e*) of a commander-in-chief abroad.

(ii) Duties under arms—(*a*) divisional; (*b*) brigade or garrison; (*c*) regimental.

(iii) Courts-martial—(*a*) general; (*b*) district.

(iv) Boards or courts of inquiry—(*a*) divisional; (*b*) brigade; (*c*) regimental.

(v) Working parties.

(vi) Fatigues.

1207. When an officer's tour for more than one duty comes round, he will be detailed for that duty which takes precedence as above. An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first-mentioned duty, whether it is his turn by roster for the additional duties or not. When an officer is on duty he will be free from all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on duty will attend parades, and perform such other incidental duties as do not interfere with the special duties for which he has been detailed.

1208. Subject to the discretion of the C.O., an officer or soldier who is admitted to hospital on account of venereal disease resulting from immoral conduct, or on account of a disability resulting from misconduct, *e.g.*, alcoholism, self-inflicted injuries, &c., may be required, after discharge from hospital, to make good any of the duties specified in para. 1206 which he may have missed by reason of his being in hospital.

1209. Attendance at a court-martial, the members of which have assembled and been sworn, will reckon as a tour of duty, though the court may be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members will be considered available for other duties; they will not, however, quit the station without the authority of the convening officer until the court has been dissolved. This rule is also applicable to courts of inquiry and boards.

1210. A unit detachment, guard, piquet, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

1211. An officer detailed in orders will not exchange his duty with another without the permission of the authority by whom he was detailed.

1212. An officer of the R.A. or R.E. will share in the general duties of the garrison or camp (guards and piquets excepted, which he will take with his own corps only). A C.O. of the R.A. or R.E. will be included in the roster, but whenever any garrison duty would interfere with his special professional employments and responsibilities, the G.O.C. at the station may exempt him from such duty.

1213. A colonel will not be included in the field officer's roster, but will have special duties assigned to him.

1235. Every guard will be dismissed on its regimental parade, where it will be inspected and its arms examined. In the case of an officer's guard, the men will be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of the guard is a N.C.O., a report will be made to the adjutant or orderly officer previous to dismissal.

1236. A young officer will be placed on guard with a senior officer, as supernumerary, for instruction.

1237. All stores and furniture (including watch coats) in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will note in his report the condition of each article when taken over.

Duties in Aid of the Civil Power

1238. When troops are called out in aid of the civil power at home the general or other officer to whom application is made for assistance will immediately telegraph the fact to the Under Secretary of State, The War Office, and to the G.O.C.-in-C. The commander of the party will report daily in writing to the Under Secretary of State, The War Office, as well as to the O.C. the station from which he has been detached, the progress of the service on which he is employed.

1239. (*a*) Except in cases of great and sudden emergency (as explained in para. **1256**), an officer will not order out or take out troops for the purpose of aiding in the suppression of riot, the maintenance of the public peace, or the execution of the law, or of assisting the civil power in case of an expected riot, without the requisition in writing, or by telegram, of the civil authority.

(*b*) The civil authority by whom the requisition should be made is—

in the Metropolitan Police District the commissioner or an assistant commissioner of police;

in English counties a county magistrate. The magistrate's requisition will in ordinary circumstances be forwarded by the chief constable, but in an emergency a requisition may be accepted if made by the magistrate direct or by the chief constable;

in English cities and boroughs the mayor, or, in case of emergency, any magistrate having jurisdiction in the city or borough;

in Scotland the sheriff having jurisdiction in the place where the services of the troops are required;

in Northern Ireland the Inspector-General or Deputy Inspector-General of the Royal Ulster Constabulary, or a sheriff or resident magistrate, or an officer of the Royal Ulster Constabulary.

(*c*) In cases when a disturbance of the peace takes place in or near* a station where troops are quartered the military authority will, subject to the general obligations imposed by the common law, as explained in Chapter XIII, Manual of Military Law, exercise his discretion as to the necessity of complying with the requisition of the civil authorities.

(*d*) When troops are requisitioned from a distance*, the military authority will make all arrangements for their despatch, but will not send

*"In or near a station" means within marching distance, and "from a distance" means from a distance involving conveyance by rail or other means.

Guards, Piquets and Police

1224. An O.C. station will be responsible for ensuring that the number of garrison and regimental guards and piquets is the lowest possible. They will be replaced, wherever possible, by a system of police. Os.C. stations at home will forward through the usual official channels recommendations for the substitution of detachments of the War Department Constabulary instead of troops for guarding War Department property in any cases where a saving of cost to the public can be shown.

1225. Guards and piquets will mount at the hours the O.C. the station may deem best suited to the climate and season. All guards and armed parties, before going on duty, will be inspected by the adjutant or some officer of their unit.

1226. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted. Every relief will be inspected before going out and on its return.

1227. An officer or soldier will not take off any article of clothing or accoutrements while on guard, but the wearing of the greatcoat or cloak in the guard room will be optional.

1228. The commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders, and, in addition, he will send a N.C.O. with a file of men to perform the same duty at frequent and uncertain intervals. A commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any N.C.O. or soldier to quit the guard without leave, which will be granted only for special purposes.

1229. Every guard will turn out at the commencement of the reveille, retreat, and tattoo sounding. The commander will then carefully inspect it.

1230. When a fire breaks out or an alarm is raised, every guard will immediately turn out under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise ordered.

1231. Sentries will be relieved every two hours; but at night, in cold or inclement weather, they may, at the discretion of the C.O., be relieved every hour. Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard.

1232. A sentry furnished by a stable guard will mount with or without arms, at the discretion of the C.O.

1233. A commander will render his guard report on A.F. B 160. He will also send an immediate report to the field officer or captain of the day of any unusual occurrence on or near his guard.

1234. A patrol or piquet detailed to assist the civil authorities, or to quell a disturbance in which soldiers are concerned, will be armed and provided with ammunition, and, when employed in the actual suppression of disturbances, will be under the command of an officer. A regimental piquet or patrol employed in the apprehension of soldiers may be sent out with side arms only.

1244. The reading of the proclamation under the Riot Act is important, both as conveying a distinct warning to the crowd, and as involving the legal consequence that those who do not disperse within one hour are guilty of felony; but it must be understood that to justify the exercise of military force in the prevention of serious outrage and damage to persons or property, it is not necessary to wait for the proclamation to be read, much less to wait till one hour has expired after it has been read.

1245. If the magistrate concludes that the police are unable to cope with the riot, and that the situation demands the active interference of the troops, then, whether the proclamation has been read or not, it is his duty at once to request the commander of the troops to take action. This request should be made distinctly, and if possible in writing, although if given by word of mouth it will be sufficient.

1246. When thus requested it will be the duty of the officer to take such military steps as in his opinion the situation demands. In doing so he will have absolute discretion as to the action to be taken, and as to the arms, including firearms, which the troops shall use, and as to the orders he shall give, including the order to fire. But the magistrate and the officer are each responsible respectively for anything done or ordered by them which is not justified by the circumstances of the case.

1247. If the officer thinks it unnecessary to take immediate action it is not obligatory upon him to do so, nor will he continue any action longer than he thinks absolutely necessary.

1248. All commands to the troops will be given by the officer. The troops will not, on any account, fire except by word of command of their officer, who, if it becomes necessary to order the troops to fire, will exercise a humane discretion in deciding both the number of rounds and object to be aimed at.

1249. An O.C. troops, on every occasion when employed in the suppression of riots, or the enforcement of the law, will take the most effectual means, in conjunction with the magistrates, for explaining beforehand to the people that, in the event of the troops being ordered to fire, their fire will be effective.

1250. When the detachment does not exceed 20 files, it will be told off into four sections. If it exceeds 20 files the detachment will be told off into more sections than four.

1251. If the commander is of opinion that a slight effort will attain the object he will give the command to one or two specified files to fire. If a greater effort be required he will give the command to one of the sections to fire; the fire of each of the other sections, if required, will only be given on the regular word of command of the commander.

1252. If there are more officers than one with the detachment, and it is necessary for more sections than one to fire at a time, the commander will clearly indicate to the troops what officer is to order any of the sections to fire. An order to any file or section to fire will be given only by the officer indicated by the commander.

1253. If it becomes necessary to fire, officers and soldiers have a serious duty, which they must perform with coolness and steadiness, and in such a manner as to be able to cease fire the instant it is no longer necessary.

them until he has received authority from the War Office, or, in the case of troops located in Northern Ireland, from the G.O.C., Northern Ireland District. On arrival at the place to which the troops were requisitioned, the O.C. the troops will, subject to the obligations of the common law as above stated, exercise his discretion as to the necessity for intervention. When troops are despatched the civil officer who requisitioned them will be informed of their numbers and when they may be expected to reach their destination.

(*e*) The responsibility for deciding as to the strength and composition of the force detailed rests with the military authorities. If the civil officer indicates what force is required it will serve only as a guide to aid in estimating the force necessary.

1240. The chief constable of a county, or riding, or the watch committee in the case of a borough or city, &c., is the civil authority to whom the O.C. the troops will look to make arrangements for accommodation, food, and other immediate requirements, and for meeting the troops at the station, or conducting them to the place where their assistance is required. In Northern Ireland, the Inspector-General or Deputy Inspector-General of the Royal Ulster Constabulary, or the City Commissioner of the Police, Belfast, or an officer of the Royal Ulster Constabulary is the civil authority for these purposes. If the troops are likely to remain for more than a short time, the officer commanding should, after arrival, review the arrangements for their accommodation, food, &c., and consider whether any economy could be effected by making alternative arrangements for accommodation and by using the ordinary army sources of supply for food, stores, &c.

1241. The chief constable will also arrange that a magistrate shall meet the troops either at a station, or at some place on the way to the scene of the riot, or apprehended riot. In the event of the troops being divided so as to act in different places one magistrate will accompany each division of the troops; but in any case where there are more magistrates than one present one only will act with the commander of the troops detailed for this duty.

1242. The commander will consult with the magistrate and with the senior police officer present, and decide as to the disposition of the troops. He will move his force to the place to which he may be directed by the magistrate in regular military order, with the usual precautions. He will not permit the troops to be scattered, detached, or posted in a situation where they would not be able to act in their own defence. The magistrate will accompany the troops, and remain as near the officer in command as he can.

1243. (*a*) Should the disturbance amount to a riot* it will be the duty of the magistrate, if both he and the troops are present, to read or cause to be read the proclamation under the Riot Act, if circumstances permit, and it has not already been done, and to call upon everybody present to assist in the suppression of the riot.

(*b*) Before the proclamation is read the "alarm" should, where possible, be sounded on a bugle, so as to call attention to what is about to be done.

* For definition of "riot," *see* Chapter XIII, Manual of Military Law.

(*c*) A superintending N.C.O. will not ordinarily be employed at manual labour, except that a working party of less than 20 men should, when possible, be under the charge of a N.C.O. who can be employed working at his craft.

1262. (*a*) The principles laid down in para. **1258** will govern the method of finding parties for station or garrison fatigues.

(*b*) Coal fatigues will be performed by defaulters. If none are available, coal fatigues for non-regimental quarters, offices, schools, gymnasia, and other similar buildings will be performed by the soldiers, or civilian subordinates at such quarters, &c., or by arrangement with the contractor, provided no expense to the public is incurred thereby.

1263. When an officer of a corps is in technical charge of work which is being executed by a working party, the officers superintending the party will be informed by this officer (notwithstanding that they may be senior to him) as to the work to be done, and will give the necessary orders to their men.

1264. The meals of the working parties will be so arranged as to prevent loss of time.

3.—DUTIES IN REGARD TO BARRACKS

General Instructions

1265. The C.O. of a unit, under the direction of superior authority, will be responsible for the care and sanitation of barracks, barrack enclosures, and War Department ground placed in his charge.

1266. The C.O. is responsible that the floors of riding-schools and closed manèges are kept in repair and properly raked and watered. The materials will be laid down under the supervision of the R.E.

1267. A company, &c., commander, will, when practicable, attend the inspection of his own barrack rooms and stables; a medical officer will attend that of the hospital. The equitation officer will attend at the riding-school, and a veterinary officer at the veterinary hospital. These officers will attest by their signatures in the notebook of the officer making the inspection, the list of damages or losses to be assessed in their respective departments, or object on the spot to any charge against which they wish to appeal. The officer i/c barracks will also initial the note-book of the regimental officer. When bedding and furniture, with regard to which questions of damages may arise, are returned to the barrack store; a regimental officer will attend.

1268. The receipts of periodical and marching-out inspection reports will be immediately acknowledged by a C.O. and a paymaster by letter to the officer from whom they are received. A C.O. will at once give written notice to the C.R.E., or officer i/c barracks, of the items against which it is intended to appeal. If the charges are maintained by the assessing authority, the case will be submitted to the G.O.C.-in-C., who will deal with it in the manner laid down in para. **738** and Appendix IV.

1269. The amount of damages or losses assessed against troops at any inspection of barracks will be charged as far as possible against individuals. All accounts not traceable to individuals will be a general

1254. Care will be taken to fire only upon those persons who can be seen to be implicated in the disturbance. To fire over the heads of a crowd has the effect of favouring the most daring and guilty, and of sacrificing the less daring, and even the innocent.

1255. The magistrate and the troops will both remain at the place of disturbance until it is decided by the magistrate and the commander that they can withdraw with safety.

1256. The statement above given refers to the normal case, in which the military are present in consequence of an application made by the civil authorities, and the occasions when an officer would be justified in taking action without having received such an application are very rare. It is, however, possible for extraordinary cases to arise of immediate and pressing danger—when violent crimes are being or are likely to be committed—which, in the opinion of the officer, demand his immediate interference. In these emergencies the officer should take such action as he thinks necessary, although he has not received any direction from a magistrate, whether the absence of such direction is due to a magistrate not being present, or to any other cause.

1257. The O.C. a station or corps, on the requisition of a governor of a convict establishment, will afford assistance in aid of the civil guard in cases of emergency such as a disposition on the part of the convicts to mutiny. The demand of the governor and the completion of the service will be immediately notified to the G.O.C.-in-C.

Working and Fatigue Parties

1258. Working parties should normally be found by those arms and branches of the service whose personnel are mainly non-tradesmen. Such men should be detailed for working parties as seldom as possible, and only under exceptional circumstances on days allotted to their training.

1259. An indent for military labour will be made on A.F. B 156, and an O.C. a unit will not furnish working parties without the approval of the brigade commander or O.C. station if coming under the classification of a brigade commander as described in para. **19** (*b*) (iii).

1260. Working pay will be granted only under the conditions specified in the Pay Warrant.

1261. (*a*) The number of officers required to superintend working parties will be fixed by the brigade commander, or O.C. troops at a station where no brigade commander is available, on the requisition of the officer of the corps under whose direction the work is being executed.

(*b*) The number of warrant officers, Class II, or N.C.Os. employed to superintend working parties will not exceed the proportion of one to 20 men except when:—

(i) a larger proportion is authorized by the brigade commander or O.C. troops at stations where no brigade commander is available, or

(ii) the party is engaged in scraping or painting quick-firing ammunition, or scraping or painting ordnance, shot or shell, carriages, slides, or miscellaneous stores,

when the proportion may be one to 10 men.

allotted for the use of troops, to be inspected (if possible before the arrival of the troops) to ascertain their condition. This inspection will be carried out by an officer not below the rank of captain, or by the quartermaster, of the unit concerned. The troops then become responsible for the buildings, &c., handed over.

1278. (*a*) A party not exceeding two officers, four N.C.Os., and twelve soldiers will take over barracks for a regiment or battalion, except when sea passage outside the United Kingdom is involved. This party, unaccompanied by any families, should precede the unit, and a party of the same strength should be left behind to hand over barracks.

(*b*) Similar advance and rear parties of the R.A. will be provided as follows:—

For each battery: one officer, two N.C.Os. and three men.

1279. An officer taking over barracks on behalf of a unit will initial and date each inventory before leaving the room, or quarter; he will, at the same time, if relieving another unit, make out a list of any articles requiring exchange or replacement, so that he need not refrain from initialling the inventories.

1280. As soon as possible after marching in, the C.O. will sign a certificate, in duplicate, on A.F. G 1062.

1281 (*a*) When troops are ordered to hand over a barrack the O.C. station will give the R.E. officer and the officer i/c barracks the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching-out inspection.

(*b*) At this inspection an experienced officer will accompany these officers in going over the whole of the barracks, and in assessing the damages. Before leaving each room, or quarter, this officer will attest by his signature in the note-books of the other officers the correctness of the damages or deficiences noted therein, or object, on the spot, to any charge against which he wishes to appeal.

Appropriation and Equipment

1282. The appropriation of each building, &c., will be lettered on the door in agreement with the particulars given in A.F. K 1294. The appropriation of each room and the number of fuel units allowed will be recorded on A.F. K 1251. An alteration of the appropriation will not be made except as described in para. **1304**.

1283. Inventories of barrack furniture and utensils will be made out and signed by the officer i/c barracks, and of fixtures by the R.E. These inventories will be pasted on separate millboards. In the case of barrack accessories, the inventories will be retained by the quartermaster of the unit in occupation. In the case of barrack rooms and the quarters of married soldiers, they will be kept by company, &c., commanders.

1284. (*a*) Alterations or additions will not be made to rooms or buildings by any officer or soldier without the sanction of the G.O.C.-in-C., who may approve minor alterations not affecting accommodation and not at variance with approved types and provisions in barracks. When such alterations affect record plans, a report, accompanied by the necessary

charge to be shared among the troops. The amounts assessed against each company, &c., will be published in regimental orders.

1270. A charge will not be made against the troops for washing rooms or passages unless neglect is apparent, or the building has been left in a dirty state. Such cases should be immediately reported by the C.O. to the brigade commander.

1271. A N.C.O. in charge of a room will bring to notice at once any losses or damages so that responsibility may be fixed upon the individuals liable. Cases seldom arise in which it is proper to make a general charge for bedding lost or damaged.

1272. Cricket grounds and places of outdoor recreation are part of the barrack establishment, and the expense of repairing injury done to them by the troops is chargeable as barrack damages.

Regimental Inspections

1273. During the first week of every month the O.C. the troops occupying a barrack—or an officer deputed by him—will make an inspection of the buildings, stores and bedding in possession of the troops. He will note repairs to be made, and stores to be replaced, and see that the articles of bedding agree with the number shown in the bedding book. This inspection will be unnecessary in any month in which the periodical inspection is made by the officer i/c barracks and the R.E. After these monthly inspections, the C.O. will forward an indent on A.F. F 765 for articles to be replaced or exchanged.

Royal Engineer Inspections

1274. An officer of the R.E., detailed by the C.R.E., will inspect barracks and hutted camps quarterly with reference to any repairs necessary. The quartermaster of the unit concerned will be in attendance. Detailed instructions for these inspections are contained in Regulations for Engineer Services, Part I. The C.R.E. may suspend these inspections in the case of unoccupied barracks or hutted camps at his discretion.

1275. The C.E., or his representative, will inspect the barracks annually and will furnish a report thereon to the O.C. station concerned calling attention to sanitary conditions. The O.C. the troops in each barrack will detail an officer, not below the rank of captain if available, to attend the inspection. The report of this inspection will be forwarded through the C.E. to the G.O.C.-in-C.

Royal Army Service Corps Inspections

1276. The officer i/c barracks will make an annual inspection of stores in possession of troops in barracks at each station where a transfer of the expense store charge has not already taken place. The quartermaster of the unit concerned will attend the inspection.

Marching-in and Marching-out Inspections

1277. (*a*) To save time and labour these inspections will, whenever possible, be combined.

(*b*) The O.C. a unit, in conjunction with an officer of the R.E. and the officer i/c barracks, will cause all buildings, fixtures, and furniture,

structural defects will be reported to the C.E. or C.R.E., who will record his opinion as to possible remedies and the cost thereof.

1290. In cases of epidemic disease, every care will be taken to ensure that articles likely to convey infection are not returned to the barrack expense or ordnance store before being disinfected. Should there be any reason to believe that infected articles of bedding, clothing, tentage, &c., have been so returned the officer concerned will be warned at once.

1291. All barrack-room windows will be opened wide, weather permitting, each morning when the troops vacate the rooms. The upper sashes will be kept open to the extent of at least one foot during the night.

1292. (*a*) Water tanks used by troops will be periodically cleaned out by the R.E., and cisterns, where accessible, by the troops themselves.

(*b*) The cleaning of surface drains and catch-pits and the flushing of latrines, where skilled labour is not required, will be performed by the sanitary detachment of the unit.

1293. The C.O. is responsible that the duties laid down in Regulations for Engineer Services, Part I—Drainage Section—are performed with regularity by the troops. A sanitary manual—Instructions in the Care of Barracks—is issued to units for guidance in the more technical part of the duties.

1294. (*a*) Horses are not to be allowed to run loose within the boundaries of barracks except in places authorized for grazing.

(*b*) Dogs may not be kept except by permission of the O.C. unit, and, when within the boundaries of barracks and hospitals, must be kept under proper control.

(*c*) Other live stock may not be kept without the written permission of the O.C. troops at the station, who, before granting such permission, must, in consultation with the officer in medical charge and local sanitary authority, satisfy himself that all acts, bye-laws and regulations dealing with the particular animals which it is desired to keep are complied with.

1295. Yards and parades will be kept in order by the troops. Accumulation of snow on the roof of any building will be removed by troops under the supervision of the R.E.

Precautions against Fire

1296. Regulations for the precautions to be taken against fire are contained in Regulations for Army Fire Services, a copy of which will be in the possession of every unit.

1297. Suitable sheds for the storage in barracks of motor vehicles which are the private property of officers may be erected at the expense of the officers concerned, as encroachments, under existing regulations. A.F. K 1302 will be affixed to all buildings where such vehicles are kept.

1298. An officer or soldier, as well as any other person in army employ, will be liable to make good damage done to government property by fire, the result of his own neglect, but in view of the large sum to which liability may extend in such cases the amount to be recovered will usually be limited to the equivalent of a fortnight's pay of the individual who is held responsible.

drawings, should at once be made to the Under-Secretary of State, The War Office. Temporary buildings, huts or stands may be similarly approved by the G.O.C.-in-C., as well as the erection of a stage within a building. Such erection will not be taken into use until it has been passed as fit, especially with regard to risks of fire, by the C.R.E. Any person who makes an unauthorized alteration in the gas, electric light, or water fittings or interior arrangements of any building allotted for the use of troops, will be liable to pay for any excess of gas, electric current, or water consumed and for the expense of replacing the fittings as they originally stood.

(*b*) Machinery, plant or fittings, which have been supplied by units or individuals, will not be taken over for maintenance by the War Department unless prior authority for their provision has been obtained from the War Office.

1285. Unoccupied buildings within a barrack enclosure, as well as buildings in the actual possession of the troops, are, as regards their security, under the charge of the C.O.

1286. A general commanding may sanction the temporary use of spare accommodation for army purposes:—(*a*) when no expense to the public is involved; (*b*) when the purpose is one usually provided for at the public cost, and the expense involved is within the limits prescribed in para. **1304** (*b*) (vi) and (vii).

Sanitation

1287. A medical officer will inspect the whole of the barracks, including the married quarters, at least once a month. At such inspections he should be accompanied by an officer and the N.C.O. of the regimental sanitary detachment of the unit in occupation of the barracks. The N.C.O. will make notes of all the defects observed. The officer in medical charge of effective troops will report verbally to the O.C. the unit concerned any defects noticed, and will make all necessary recommendations for remedying them. The hygienic defects found and the recommendations made to the C.O. will also be recorded in a sanitary diary (A.B. 39), which will be passed to the O.C. concerned, who, after recording in it the action taken, will return it to the medical officer. Assistant directors of medical services will examine and sign the diary at their inspection.

1288. In addition to the above, periodical sanitary inspections of barracks will be carried out by deputy directors of medical services who will submit to the G.O.C. the dates proposed for these inspections. These dates, when approved, will be published in command orders. Such inspections will be attended by (1) a senior officer to represent the O.C. the unit in occupation of the barracks if the O.C. is unable to be present, (2) a representative of the C.R.E., (3) the medical officer, (4) the quartermaster.

1289. (*a*) An assistant and deputy assistant director of hygiene may visit barracks at any time, but before commencing an inspection will notify the O.C. unit concerned. The O.C., if unable to be present in person, will arrange for an officer to accompany the assistant director.

(*b*) Any defects observed at these inspections will be brought to the notice of those concerned through the proper channels. Important

(iii) Officers', barrack room, married soldiers', hospital ward, stabling or vehicle accommodation will not be reduced.

(iv) Space assigned to mobilization stores will not be taken.

(v) The cost of the engineer services involved will not exceed £299, the funds to be provided locally.

(vi) An increase, actual or probable, in lodging or other allowances will not be incurred beyond a total of £20 a year.

(vii) A special or unauthorized issue of furniture or equipment will not be involved.

(viii) In the case of an effective work of defence the re-appropriation must not affect the object for which it was constructed. (*See* Regulations for Engineer Services, Part I.)

(*c*) Other cases require sanction from the War Office. Each proposal will be detailed on A.F. K 1318 in duplicate, and be accompanied by a letter fully explaining the necessity of the service and the benefits to be derived therefrom.

(*d*) It is important that the plans should be in sufficient detail to illustrate clearly to anybody not personally acquainted with the situation the effect of the proposals and the structural alterations involved.

(*e*) In no circumstances will re-appropriation proposals be submitted to the Under-Secretary of State, The War Office, until after careful consideration and scrutiny by the officer i/c administration, in consultation, when necessary, with the local military authority.

1305. (*a*) Proposals for the sale or demolition of buildings which are considered to be no longer fit for use or for further repair will be submitted by the deputy C.R.E. to the C.R.E., who will record his opinion whether the building can be utilized for any military purpose, and will pass the papers to the officer i/c barracks, who will record his opinion and forward them to the headquarters of the command.

(*b*) The recommendations of the G.O.C.-in-C. as to the disposal of the building will be transmitted to the War Office accompanied by A.F. K 1318 in duplicate.

1306. (*a*) The foregoing regulations will also apply to the re-appropriation of fortifications or Army Ordnance buildings in all cases in which A.F. K 1318 is applicable.

(*b*) For minor re-appropriations a half-yearly report should be rendered on A.F. K 1272 separately from that for barrack buildings, and should be accompanied by such explanatory plans as may be necessary for the correction of the record plans in the War Office.

Sites and New Buildings

1307. Whenever it is proposed to construct buildings either for the use of troops or upon land appropriated for their use, the C.R.E. will forward a plan of the site he suggests, with his reasons for the selection, to the O.C. station, who will, except in minor cases governed by para. **1303**, refer the matter to a board. When the C.R.E. is not a member of the board the proceedings will be forwarded for his observations. The selection of the site will be submitted to the G.O.C.-in-C., who will decide in all cases except when a site is required for new barracks, large

Courts of Inquiry on Fires

1299. (*a*) Whenever a fire, explosion, or similar occurrence involving the destruction of public property takes place in any barrack or other military building, or in any building, tent, or store occupied by the War Department for any purpose whatsoever, a court of inquiry, to include an R.E. officer and the officer i/c barracks if available at the station, will be immediately assembled to investigate the cause, and to report on the various points detailed in Regulations for Army Fire Services.

(*b*) The War Office fire inspector will attend the court of inquiry, and notice by telegraph will always be sent to the War Office, except in the case of small and insignificant fires, and will invariably be sent where incendiarism is suspected.

1300. An estimate from the C.R.E. of the cost of structural repairs will be attached to the proceedings of the court. The proceedings will be sent to the G.O.C.-in-C., who will deal with the case in the manner laid down in para. 738 and in Appendix IV.

1301. When a fire of an extensive nature occurs, causing loss of accommodation in a barrack, an immediate report will be made to the Under-Secretary of State, The War Office, stating the number of troops or horses displaced and how they will be temporarily accommodated.

Re-appropriations and Disposal of Buildings

1302. The board assembled to report on re-appropriations, on sites for buildings, on new buildings, or on quarters considered unfit for further occupation will consist of—(*a*) a field officer as president; (*b*) a regimental officer; (*c*) one or more departmental officers, according to the matter to be considered; (*d*) an R.E. officer ; (*e*) the officer i/c barracks, and (*f*) in the case of quarters, a medical officer. The officer at (*b*) will not be required if a regimental field officer is president. The proceedings of the board will be referred for the remarks of the head of the department concerned in the command.

1303. In minor cases not affecting quarters it will be unnecessary to assemble a board, but the opinion of the O.C. the unit and of other officers concerned will be obtained.

1304. (*a*) It is the duty of a C.O. or head of a service or department to bring to notice any re-appropriation which, in his opinion, would lead to economy and be of advantage to the service. Proposals for re-appropriations will be transmitted to the officer i/c barracks for submission to the area commander. If the latter considers the proposals desirable he will refer them to the C.R.E. and the responsible officer of the Hygiene Directorate of the area, or of the command where no representative exists in the area, and will order the officer i/c barracks to prepare A.F. K 1318 for submission to the G.O.C.-in-C.

(*b*) Subject to the following conditions a minor re-appropriation may be sanctioned by the G.O.C.-in-C., the change being reported in the half-yearly statement on A.F. K 1272.

(i) Full information will be first obtained on A.F. K 1318.

(ii) Accommodation of an unusual kind or size will not be given,

4.—ALLOTMENT OF QUARTERS

General Instructions

1315. An application for quarters will be sent to the officer i/c barracks, who will assign them under the instructions of the G.O.C. In each case of exemption from occupation the officer i c barracks will quote the authority on the quarterly Occupation Return A.F. K 1322.

1316. Each case of exemption will be reviewed annually on 31st March, and exemption authorities will only be held to apply to the individuals for whom they are issued.

1317. The accommodation in public quarters to which officers and others are entitled is shown in the following table, but special exigencies may render it necessary to allot quarters of less extent. The scale will be subject to the modification mentioned in paras. **1324**, **1328**, **1329** and **1338**, and to any analogous modification made on the authority of the G.O.C.-in-C.

Class for Allowances as laid down by Allowance Regulations.	If Married, Class of Quarters.	If Unmarried, Class of Quarters.
1	Special	Special.
2		
3		
4		
5	Special	Group IV.
7		
8 *	Group III	Group IV.
9 †		
10 §	Group IV	Single Field Officer's Quarters.
11 §	Group V	Single Junior Officer's Quarters.
12 §		
13 §		
14 §		
15	Warrant Officer's Quarters	Warrant Officer's Quarters.
16	Married Soldier's Quarters	—
17		
18		
19		
20		

Officers

1318. (*a*) An officer's claims to choice of quarters will be governed by his precedence.

(*b*) When an officer has been put in possession of quarters by proper authority, he is not to be dispossessed whilst on the strength of the station.

NOTES.

* A lieutenant-colonel who is a regimental C.O., whether married or unmarried, s entitled to the C.O.'s Quarters provided for the barracks occupied by his unit.

† Unmarried officers of the classes enumerated in Article 298, Pay Warrant, 1926, and holding rank not above that of major, may be allotted Group V Quarters.

§ The definition of a married officer, warrant officer, &c., is given in Allowance Regulations.

re-construction schemes, or for new barrack buildings in or near works of defence, or near army ordnance or electric lighting establishments. In the latter cases he will forward the proposals to the War Office. Plans of all sites approved locally will be sent to the War Office.

1308. Proceedings of boards or reports will be accompanied by a statement, on A.F. K 1251, of the particulars of the accommodation reported upon. This statement will be prepared by the C.R.E., and will be retained by the officer i/c barracks.

1309. In the case of a new barrack or extensive addition to a barrack, the G.O.C.-in-C. will report the handing over as soon as it has taken place, quoting the item of estimates or other authority for the work, the report to be accompanied by the proceedings of the board and by a statement of the accommodation in a form corresponding to the barrack return. In the case of smaller barrack buildings the general commanding will include the accommodation in the half-yearly statement on A.F. K 1272. A report will be made of the completion of re-appropriations approved by the Under-Secretary of State, The War Office.

Miscellaneous Barrack Duties

1310. The C.O. will exercise a careful supervision over the consumption of gas, electric current and water. Any case of excessive consumption will be investigated by the G.O.C. Twenty gallons for each officer, man, woman or horse, and ten gallons for each child, may be taken as a guide to the daily quantity of water required for normal purposes in barracks. For the personnel and patients in military hospitals fifty gallons a head daily may be taken as a guide to the quantity of water required.

1311. A barrack subordinate will not have any duties in connection with supplies of provisions or forage from contractors, and will not be called upon for an opinion with regard to such supplies. He will not be employed in making purchases in default. Where there is not a supply officer at the station, this will be done by a regimental officer under the direction of the C.O.

1312. A C.O. will restrict the admission of strangers into barracks, and will exclude all persons not of respectable character.

Monuments, &c., in Churches and Chapels

1313. A memorial is not to be erected in any garrison church or chapel until the sanction of the G.O.C.-in-C. has been obtained. Except in very special cases, such sanction will be given only when the individual whose memory it is proposed to perpetuate was, at the time of his death, on full pay on duty at the station to which the church or chapel belongs. The senior chaplain in charge of the church or chapel should invariably be consulted with regard to the inscription, and the design and inscription submitted to the Under-Secretary of State, The War Office, for approval.

1314. Memorials in garrison churches should be designed so as to harmonize with the decorations of the interior.

1325. (*a*) Quarters will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave, provided such absence is not expected to exceed 61 days.

(*b*) Should the absence be extended beyond 61 days, the quarters may, in special cases, be retained for the further period, on the authority of the G.O.C.-in-C.

(*c*) Quarters may be retained, at a station abroad, for a staff or other officer* on leave (for 122 or 183 days, as provided for in the Pay Warrant), on the understanding that additional expenditure direct or indirect, is not thereby incurred for lodging allowance.

(*d*) Nothing in this paragraph will give an officer a right to the retention of his quarters during absence in cases where the G.O.C.-in-C. thinks it desirable to make other arrangements.

(*e*) Married officers officially recognized by regulations for purposes of lodging money may retain their quarters for a period not exceeding 91 days when the officer is (i) detached on temporary duty; (ii) sent on active service; (iii) sick or proceeding on sick leave, or (iv) transferred for duty elsewhere while his family cannot accompany him owing to certified illness, provided in all cases that the quarters are necessarily occupied by his family.

(*f*) The limit of 91 days may be exceeded under the authority of the G.O.C. when he is satisfied that the separation between the officer and his family cannot be brought to an end at an earlier date.

1326. The following may live out of barracks whether accommodation is available or not:—

(*a*) A chaplain, unless suitably placed quarters can be allotted him.

(*b*) An officer detached to a station for a period under eight days for temporary duty not requiring him to take his heavy baggage.

This period may be exceeded up to a total limit of 31 days under the authority of the G.O.C.-in-C. when he is satisfied that the circumstances of the case justify this exceptional treatment. If the G.O.C.-in-C. considers that the period should be further exceeded beyond 30 days, he will submit his recommendations to the Army Council for consideration.

(*c*) An officer of the R.E., R. Signals, R.A.S.C., [illegible] R.A.O.C., R.A.V.C., A.E.C., R.A.Ch.D., [illegible] when all available quarters are required for the officers forming the establishment of the troops stationed in the barracks, including at a depot the average number of [illegible] Reserve officers coming up for drill, or [illegible] by the G.O.C. from occupation of [illegible] of the G.O.C.-in-C. will in these cases [illegible] voucher to the first claim to lodging [illegible]

(*d*) An officer whose daily place of duty [illegible] barracks as, in the opinion of the [illegible] with the due performance of his [illegible] however, reside nearer his work [illegible] in barracks.

(*e*) An adjutant of the T.A. or Supply [illegible]

(*f*) An officer of the R.A.M.C.

---

* *i.e.*, R.E., R. Signals, R.A.O.C., [illegible] officers.

(*c*) A married officer will not be placed on the lodging list if there are suitable vacant married officer's quarters available for him. If no officer at the station wishes to occupy such quarters they will be allotted to the senior officer entitled to them.

(*d*) The following officers are entitled to quarters furnished at the public expense when such are available:—

(i) Unmarried regimental officers other than commanding officers.

(ii) Quartermasters of Cavalry Regiments of the Line.

(iii) Quartermasters of Infantry Battalions of the Line.

(iv) The following officers when serving abroad:—quartermasters, district officers, R.A., coast battalion officers, R.E., inspectors of R.E. machinery, surveyors of works, R.E., mechanist officers, R.A.S.C., ordnance executive officers, assistant ordnance mechanical engineers and assistant inspectors of armourers.

1319. Quarters will not be reserved for allotment to officers who may join a station for instructional purposes, if such a course necessitates officers (of any unit) who belong to the station being placed on the lodging list. This proviso will not, however, apply to officers who are specially treated under para. **1326**, or, as a rule, to cases where quarters are more than half a mile distant from the mess of the unit to which the officer belongs or is attached.

1320. Officers will not be placed on the lodging list when, although all quarters allotted to their unit are occupied, accommodation is available elsewhere at the station, provided it is within half a mile of their mess.

1321. Quarters appropriated for, but not occupied by, a quartermaster or an officer of similar position will be utilized for some other officer or officers in order to reduce the lodging list, provided that there is no early prospect of the quarters being required for their original purpose.

1322. An officer has not a right to quarters which he does not occupy except a married officer, not officially recognized by regulations for purposes of drawing lodging money, who is permitted to reside out of barracks.

1323. A soldier servant will not sleep in the servants' rooms attached to officers' quarters (classes 12 and 14), nor will he keep his arms and accoutrements therein.

1324. The following special variations in the scale in para. **1317** will be made:—

(*a*) An unmarried staff officer or a mounted officer of a service or department will be allowed an additional room for his groom.

(*b*) An unmarried captain or lieutenant in receipt of servant's allowance will be allowed a whole room or kitchen for a civilian man-servant, if he keeps one.

(*c*) An unmarried officer of the R.E., R. Signals, R.A.S.C., or R.A.M.C., in receipt of forage or forage allowance, will be allowed an additional room for a civilian groom, if he keeps one.

(*d*) Any officer who is a student at an educational establishment will be allotted single quarters (under Class 12).

provided that such allotment will not in the opinion of the G.O.C.-in-C. interfere with the due performance of the warrant officer's or N.C.O.'s duty.

1335. Quarters may be retained—

(*a*) By an N.C.O. or man on furlough not exceeding 42 days.

(*b*) By a warrant officer, Class II, or N.C.O. in Class 16, 17 or 18 while on special furlough, with full pay, on completion of a tour of service abroad.

(*c*) For necessary occupation by his family during the time a warrant officer, Class II, or N.C.O. or man is in hospital, on furlough, temporarily detached on duty without his family, or in prison or detention barrack, provided the sentence does not exceed six months.

(*d*) During the absence of a soldier on active service, or ordered away without his family, in which case the family may, if they have no home to go to, occupy quarters until the quarters are required, or until the family can make other arrangements for residence during the absence of the husband.

Warrant Officers, Class II, N.C.Os. and Men on the Marriage Allowance Roll

1336. If public quarters are available after families on the married quarters roll have been provided for, the families of soldiers on the marriage allowance roll will be given the option of occupying the quarters temporarily. They will, however, be subject to notice to vacate them immediately if required. In cases where they are occupied, a deduction will be made from the marriage allowance.

Warrant Officers, Class II, N.C.Os. and Men not on the Married Quarters or Marriage Allowance Roll

1337. A warrant officer, Class II, or an N.C.O. in Class 16, 17 or 18 is required to occupy any unmarried N.C.O's. quarters that can be suitably allotted to him. A warrant officer, Class II, in Class 16 will be allowed two rooms, when practicable without affecting the lodging list.

1338. A serjeant in Class 19 will be assigned a separate room in the portion of the barracks occupied by the single men, when this accommodation can be given; otherwise he will be in a barrack-room with the men.

1339. The allotment of quarters to a warrant officer, Class II, or N.C.O. of the permanent staff, Territorial Army, will be dealt with under para. **1334.**

1340. Quarters may be retained during the absence of a warrant officer, Class II, N.C.O. or man on temporary duty for a period not exceeding 30 days, and on furlough for a period not exceeding 14 days.

1341. (*a*) Where married quarters have become surplus to normal requirements and are likely to remain so, they may as an act of grace be allotted to families not on the married quarters roll or marriage allowance roll, under the following conditions:—

(i) A stoppage of 5s. a week for each family will be made, which will include water and sanitary services.

Warrant Officers, Class I

1327. Quarters may be retained (*a*) during a warrant officer's absence on leave not exceeding 42 days, or, on completion of a tour of service abroad, for the period for which he may be granted full pay; (*b*) during the temporary absence on duty of an unmarried warrant officer for a period not exceeding 42 days; (*c*) while a married warrant officer is in hospital, or absent on leave, or temporary duty, if his family remain in his quarters; (*d*) during the absence of a married warrant officer proceeding on active service or ordered away without his family, in which case the family may, if they have no home to go to, occupy quarters until the quarters are otherwise required, or until the family can make other arrangements for residence during the absence of the husband.

Instructors, Army Educational Corps, and Schoolmistresses

1328. Instructors, A.E.C. (warrant officers, Class II) may have the accommodation assigned for Class 15 when available. It is undesirable to allot to other warrant officers the quarters usually occupied by A.E.C. instructors.

1329. A schoolmistress married with leave may have Class 15 accommodation, if stationed with her husband. A schoolmistress married to an individual entitled to quarters, and serving at the same station, cannot claim a double assignment of quarters, but the quarters may be allotted according to the class of the husband or the wife, whichever is the higher. An unmarried schoolmistress, or a schoolmistress whose husband is either not in the service, or is on duty at another station, may occupy quarters at the discretion of the G.O.C.-in-C.

Warrant Officers, Class II, N.C.Os. and Men on the Married Quarters Roll

1330. Warrant officers, Class II, and N.C.Os. in classes 16 to 18 are not entitled to special married quarters, though, subject to the provisions of paras. **1331-1335**, the choice of vacant quarters will be by seniority.

1331. The larger quarters are intended for the larger families. Seniority of rank alone will in no case be held to establish a prior right to a larger type of quarters. The size and type of married quarters to be allotted will depend solely on the number, age and sex of the children, if any, in the family. Exceptions will be made only in the case of warrant officers, Class II, N.C.Os. or others whom it may be necessary to quarter in particular localities for administrative reasons.

1332. Two sets of married quarters, each containing two rooms or more, will not be allotted to any warrant officer, Class II, N.C.O. or man, if the lodging list is affected thereby, without the authority of the G.O.C.-in-C., who will satisfy himself that the family needs second quarters, and that the case cannot be equally well met by placing the family on the lodging list.

1333. A N.C.O. or man of Class 19 or 20 with more than two children will, if possible, be accommodated in barracks.

1334. A warrant officer, Class II, or N.C.O. of the permanent staff, Territorial Army, will be allotted available public quarters in his turn

(iii) The last eight bars will be played in a broad, strongly marked style, each note *marcato*, except in the second last bar where there is more than one note to a syllable; these notes will be slurred.

(iv) The correct time of the first six bars is =M.M. 84, and that of the last eight bars is =M.M. 75, a slight *rallentando* being made in the sixth bar, and also in the second last bar.

(v) When the first part only is used for saluting, or for any other purpose, it will be rendered in the style indicated above for the last eight bars—*i.e.*, *fortissimo* and *marcato*.

(*b*) All units in possession of a recognised band will provide themselves with copies of "National Anthems of All Nations," and all regimental marches of the Regular Army.

1365. (*a*) All correspondence in connection with band engagements will be conducted by the band president. An engagement is only to be entered into subject to the exigencies of military duties. A clause to this effect should be embodied in any form of contract or agreement made. Engagements are not to be sought through the public press, nor will they be arranged for or accepted through musical or other agents.

(*b*) An engagement is not to be accepted on terms which are lower than those which would, in the same circumstances, be offered to a civilian band, or in order to replace a civilian band which is on strike.

Band Contributions and Subscriptions

1366. (*a*) An officer of cavalry or infantry will not pay contributions or subscriptions to the band fund, but an officer of the R.E. will pay the contributions and subscriptions notified in R.E. Corps Memoranda, in which the rules as to exemption are also laid down.

(*b*) The following rules are applicable to the R.A. :—

(i) Band subscriptions will be paid by all regimental officers at the rate of 1½ day's pay a year, with the exceptions referred to in sub-para. (v).

(ii) The following will be invited to pay annual subscriptions as shown:

	On full pay.	*On half pay.*
	£ s. d.	£ s. d.
General Officers .. .. .. / Colonels Commandant	5 5 0	2 2 0
Colonels	4 4 0	1 1 0

(iii) Brevet colonels and lieutenant-colonels on half-pay will be invited to pay a subscription of £1 1s. a year.

(iv) District officers, ridingmasters and quartermasters will be invited to subscribe according to their rank.

(v) The following will be exempt from paying band subscriptions:—

(*a*) Officers above the rank of captain who have accepted continuous service in the Indian Ordnance Department.

(*b*) Officers seconded (except those appointed adjutants of T.A. artillery units), or attached for duty with other units or arms of the service if already subscribing to bands maintained by the units with which they are serving. Officers so situated will inform the R.A. Band Committee, Woolwich.

(vi) Officers compulsorily retired under the Pay Warrant will be entitled to a refund of their subscription to the regimental band

(ii) Except as in (i) no expense to the public is to be incurred, e.g., in connection with fuel or light, or the washing of articles on inventory.

(iii) When the quarters are required for other purposes, the occupants are to vacate them at short notice.

(iv) Such allotments must not cause any increase to the lodging list or prevent any reduction thereof; nor will they be considered as an authority for recommending structural services beyond the recognized normal needs of the station.

(*b*) These cases will be separately recorded on the Quarterly Occupation Return, A.F. K 1322.

5.—MEDICAL AND HOSPITAL DUTIES

Orderlies, Disposal of Sick, &c.

1342. When necessary, a guard will be furnished to a military hospital, and the D.D.M.S. or senior medical officer will signify to the general or other O.C. station any particular orders he wishes to be given to the guard.

1343. Soldiers in hospital will be visited not less than once a week by an officer of the regiment or corps to which they belong. An officer will be allowed access to his men at suitable hours for this purpose.

1344. A C.O. will, on the last day of each month, send A.F. A 20 to the O.C. hospital in which his sick are treated.

1345. At a station where an inspection room is provided in barracks, the medical officer will examine there men reported sick, and soldiers in arrest. The furniture of the room will be in charge of the unit occupying the barracks. The O.C. will furnish for the inspection room a permanent orderly, who should have a second-class certificate of education, to be under the orders of the medical officer.

1346. The name of every soldier reporting himself sick will be entered in the "Sick Report" (A.F. B 256), which will be prepared in duplicate.

1347. (*a*) The men, of each unit, sent to hospital will be accompanied by a N.C.O., who will take with him the sick reports.

(*b*) A man admitted to hospital will take with him, in addition to the clothes he is wearing, his devotional books, hair brush, comb, razor, a shaving brush, tooth brush, blacking brushes, tin of blacking, and great-coat. The remainder of his kit, together with his arms and accoutrements, will be taken into store by his unit. Medals, trinkets, &c., will be retained by the C.O. of the unit, and moneys belonging to the soldier will be credited to his account.

1348. A medical officer may employ on light duties, without extra pay, patients whom he considers able to aid the hospital establishment. Should it become necessary to employ soldiers from other units either in lieu of or to supplement the establishment of hospital attendants, the O.C. a station is authorized to furnish them on the application of the medical officer, and while so employed these soldiers will not be available for other duties, nor, if it can be avoided, will they be relieved by others so long as their services are required. Should it become necessary to change them, due notice will always be given to the O.C. hospital.

and will accompany and be responsible for it when it plays in public places or attends an entertainment. A bandmaster is not permitted to wear plain clothes on duty.

1370. A regimental musician should be encouraged to qualify for the position of serjeant-trumpeter, serjeant-bugler, or serjeant-drummer. It is the duty of the bandmaster to give instruction with this object, so that there may be in every corps a soldier who is trained and qualified to fill such appointments.

1371. The names of soldiers qualified for appointment as serjeant-bugler, serjeant-drummer, serjeant-piper, and serjeant-trumpeter, for whom no vacancies exist or are anticipated in the immediate future in their own unit or corps, will be sent to the Commandant, Royal Military School of Music, Kneller Hall, who will maintain a register of them. When candidates for these appointments on the establishment of a unit or corps are not available, the officer i/c records will obtain from the Commandant, Royal Military School of Music, the names of candidates registered for the appropriate appointment.

1372. A bandmaster will instruct the N.C.Os. and boys of his band, and such regimental musicians as are desirous of joining the classes, in the following subjects, with a view to their being qualified to pass the examination required for the admission to the Royal Military School of Music for training as bandmasters:— (i) elements of music; (ii) harmony; (iii) aural training; (iv) instrumentation; (v) musical biography. The instruction should consist of at least two lessons a week, each of not less than half-an-hour's duration.

1373. A return of men whom the bandmaster certifies as having passed a satisfactory course and examination under him, and of all N.C.Os. and men under instruction, will be kept in the orderly room of each regiment or battalion, and a copy of the return will be sent annually on 1st January to the Commandant, R.M. School of Music, Kneller Hall, Twickenham. In addition to any men who may be undergoing the course, the names of at least two bandsmen or boys from each unit, qualified in accordance with the certificate on A.F. B 71, will be registered at the Royal Military School of Music for a future course. Such men will be held permanently ready to proceed on the requisition of the Commandant, and casualties will be at once notified, together with the names of substitutes.

1374. In addition to the qualifications referred to in para. **870**, a band N.C.O., before promotion to band serjeant or band corporal, will pass the course of instruction referred to above. When the C.O. considers that the interests of the service would be advanced by the promotion of a N.C.O. who has not passed this examination, the promotion may be made subject to his passing within three months.

1375. A C.O., in recommending candidates for training at the Royal Military School of Music as bandsmen, will specify in every case the battalion of the regiment which it is intended they shall join on termination of their instruction.

1376. In order to ensure uniformity throughout the service, band instruments will be of the pitch known as the "Kneller Hall" pitch, which is 479·3 vibrations at 60° Fahrenheit for B flat, corresponding to

1358. When soldiers are required to attend at a dental centre for treatment, the dental officer in charge will send (on A.F. I 5025) to the O.C. unit the names of the men and the times for their attendance. Os.C. units will be responsible that all soldiers attend at the times indicated thereon, unless special circumstances arise which render attendance at the appointed time impracticable, in which case the O.C. unit will at once notify the dental officer with a view to fresh appointments being made.

6.—BANDS

General Instructions

1359. The N.C.Os. and men included as bandsmen or acting bandsmen in the establishments of regiments of Household Cavalry, regiments of cavalry of the line, battalions of infantry or units of the R. Tank Corps, will be effective soldiers, perfectly drilled, and liable to serve in the ranks. The numbers authorized by the respective establishments will not be exceeded for any duties except those connected with playing out, on which occasions the band numbers may be temporarily augmented by the inclusion of soldiers from within the unit's establishment, provided that no expense to the public is incurred other than that authorized by Clothing Regulations for the extra members.

1360. A bandsman who incurs an entry in the regimental conduct sheet, may, at the discretion of the C.O., be struck off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded.

1361. When units are brigaded on parade and their bands massed the senior director of music or bandmaster will conduct. When massed bands play together on other occasions directors of music and bandmasters will, according to their seniority, choose and conduct the pieces to be performed, subject to the approval of their own C.O.

1362. Bugles, trumpets, drums, and fifes are supplied at the public expense, and annual contributions to bands are granted under Allowance Regulations.

1363. The instructions in the following books, published by authority, will be adhered to without addition or alteration, either as regards the soundings or their application:—

(*a*) In the mounted services and R.A.—The Trumpet and Bugle Sounds.

(*b*) In the infantry.—The Trumpet and Bugle Sounds, and The Drum and Flute Duty.

1364. (*a*) The authorized arrangement of the National Anthem will invariably be used, and will be rendered in the following style:—

(i) The first six bars will be played *pianissimo*, using the full reeds, horns and basses, the whole phrase of six bars being slurred over in all parts.

(ii) The first and second cornets and the side drum will be added on the second beat of the sixth bar (the side drum rolling), commencing *pianissimo*, a *crescendo* being made to a *fortissimo* on the first beat of the seventh bar, where the full band is to be employed.

(*b*) An officer will not absent himself from mess dinner unless he has duly warned out.

(*c*) Mess dress will be worn. The only exception to this will be that if, on Sundays or on other special occasions, supper be substituted for the usual mess dinner, plain clothes will be worn.

1382. Upon the arrival of a unit at a new station, the C.O. will, if a civilian mess-man is employed, take steps to caution tradesmen that the officers are not responsible for debts incurred by, or on behalf of, the mess-man. When an N.C.O. is employed as caterer, the mess committee will be responsible for pecuniary transactions with tradesmen.

1383. A serjeant is allowed to act as mess-man or caterer or superintendent of the mess-establishment, but an N.C.O. will not be employed in any menial capacity about the mess.

1384. A mess-man should be given clearly to understand that if he cashes cheques for officers he does so at his own risk.

1385. The whole of the mess property, other than that supplied by the War Department, will be insured against loss by fire or shipwreck, the premiums being made a charge against the mess funds.

1386. Presents of plate from officers are prohibited.

1387. Officers are permitted to drink the King's health in water or other non-alcoholic beverages.

1388. A mess meeting will be held once a quarter. The votes of the officers will be taken upon any proposition on which a difference of opinion exists, and the point will be decided by the majority of votes, provided the C.O. concurs. The proceedings of the quarterly audit board referred to in para. **75** will be laid before this meeting.

1389. When a unit furnishes a detachment of not less than one-third of its strength, a proportion of the mess fund, plate and equipment will be assigned for its use.

1390. The senior officer present at mess, other than an officer referred to in para. **186**, is responsible for the maintenance of discipline.

1391. (*a*) Before handing over the command of a unit or portion of a unit in which an officers' mess is maintained, the C.O. will send to the brigade commander a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in hand to meet all liabilities. Should the C.O. be unable to furnish this certificate, he will explain the reasons which have necessitated the contracting of debts, so that the brigade commander (when not below the rank of colonel commandant) may decide whether they will be paid by the C.O. or can be taken over by his successor.

(*b*) A copy of the certificate will be handed to the officer assuming the command, who will report to the brigade commander whether he is satisfied with the state of the funds. In the case of units changing stations at which station messes are maintained, a similar certificate will be furnished by the C.O. of the outgoing unit.

1392. The brigade commander will, at his annual inspection, closely investigate the manner in which the mess has been conducted, and will report to the Army Council through the usual channels should he find any infraction of the regulations.

fund for such unexpired period of the year in which they retire as may exceed 3 months.

Officers retiring during the last quarter of the year, for which the band subscription has been charged, will not be entitled to any refund.

(*c*) The following rules are applicable to the R. Tank Corps:—

(i) (*a*) Band subscriptions will be paid annually by all regimental officers, with the exceptions referred to in sub-para. (*b*) (v) above, at rates not exceeding the following:—

Officers serving at home	One day's pay.
Officers serving abroad..	One half-day's pay.

(*b*) Officers exempted under sub-para. (*b*) (v) will inform the regimental agent.

(ii) The following will be invited to pay subscriptions:—

General officers.
Colonels commandant.
Colonels.
Brevet colonels and lieutenant-colonels on half-pay.
Quartermasters.

(iii) Officers retiring will be entitled to a refund of subscription, as laid down in sub-para. (*b*) (vi) above.

(*d*) Band subscriptions will be payable in advance on 1st April each year.

(*e*) Officers referred to in (*b*) (i) and (*c*) (i) who draw their pay through the regimental agents should have their subscriptions charged to their accounts. In other cases, officers are required annually on 1st April to remit to the regimental agent their band subscriptions or to instruct their bankers to do so.

Band Property

1367. Band property belonging to cavalry and infantry units of the line will remain in regimental custody, and will be replaced when necessary out of the allowance provided under Allowance Regulations. All such property, except presentation instruments, &c., will be regarded as vested in the Army Council, and will not be alienated without the consent of the Council. The C.O. is responsible that all band property is always available and in serviceable condition. An inspecting officer will satisfy himself that these orders are carried out.

Bandmasters and Musical Training

1368. The appointment of bandmaster will be conferred only on a qualified N.C.O. who has a first-class certificate of education. He will receive, in addition to the pay of his rank, £70 a year, or in India 1,050 rupees, from the band fund. The pay from the band fund is working pay, and he will not become entitled to it until he has joined and assumed his duties, neither will it be allowed for any period of absence from duty, except when on public service, in excess of 30 days in each year. The exchange or transfer of a bandmaster will not be carried out without reference to the War Office.

1369. A bandmaster will be responsible for the discipline, as well as for the instruction, of his band. He will attend all parades with his band,

from every officer of the corps whether a member of a mess or not. When this is enforced the subscription under para. **1397** for officers concerned will be limited to nine days' pay. The subscription laid down in this paragraph will be paid annually on 1st January of each year.

1399. Officers serving at depots attached to a unit for one month and upwards, or attending a school of instruction for any period, will pay the appropriate portion of the mess subscription under para. **1397**, to the depot, unit or school of instruction concerned. The O.C. unit to which such officer is attached will arrange to collect the appropriate amount.

1400. When an officer is removed from one unit or corps to another by transfer, exchange, posting or promotion, his subscriptions will be due to his former unit or corps until the date of his actually quitting it. Subscriptions during the period which may intervene between an officer quitting one unit or corps and joining another will be due to the unit or corps to which he actually belongs, according to the date given in the London Gazette. The subscriptions will be paid according to the rank for which the officer is actually drawing pay.

1401. The O.C. will prevent an undue accumulation of the mess fund, ensuring that cash balances are kept as low as possible consistent with solvency. He will fix the rates of contribution and subscriptions, which will never exceed the limits prescribed without the sanction of the Army Council.

1402. The monthly charge for all incidental expenses not covered by the annual subscription of officers will be decided by the C.O., but will not exceed 15s. in ordinary and 25s. in extraordinary circumstances. When the lesser sum is exceeded a satisfactory explanation for the excess will be furnished by the C.O. to his immediate superior officer. This subscription will be levied under the conditions of para. **1397.**

1403. An officer absent from duty on account of sickness for over one month will, after the first month, pay only one-half of the charges leviable under paras. **1397** and **1402.**

1404. A C.O. will be responsible that expensive entertainments are only given with the sanction of the officer not below the rank of colonel commandant concerned, and that an officer, who has not signified his consent in writing, is not called upon to pay any part of the expense. A C.O. will give his special countenance and protection to any officer who declines to share in the proposed expense. The cost of such entertainments (including that of public guests) will be assessed on those concerned in shares of so many days' pay of his rank to each individual officer.

1405. An officer entertaining private friends will bear the whole expense of their entertainment.

1406. (*a*) A general subscription, whether voluntary or otherwise, for entertainments, including general charges for lunches at race meetings, polo and cricket matches, &c., will not be made without the sanction of the divisional commander. Fines, whether in money or wine, will not be levied for any minor irregularities, or on marriage or promotion, &c.

(*b*) The keeping of a regimental coach is forbidden.

1407. The practice of entertaining units on arrival or departure from a station is prohibited; the hospitality afforded will be limited to offering to the officers the accommodation of the mess as honorary members.

452·4 for A, and 538 for C at the same temperature. Arrangements have been made whereby first class instruments for regimental bands may be obtained through the Royal Military School of Music at 25 per cent. less than the published prices. Forms for this purpose can be obtained from the Commandant, Royal Military School of Music.

7.—MESSES

Officers' Messes

1377. (*a*) Every officer of the corps will be a member of the regimenta mess. The C.O. is responsible for ensuring that all the regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and by his personal example and advice will encourage economical habits and careful management. The cost of living in the mess will be that which obtains throughout the service generally.

(*b*) Semi-private account books, in which extra charges and unauthorized subscriptions are shown, will not be kept in the mess. The C.O. will be held responsible that every charge is shown in the official mess accounts which are produced at the inspection of the brigade commander.

1378. Where it is found desirable, a G.O.C.-in-C. may authorize the establishment of a garrison officers' mess, or a mess for officers serving with a formation for whom there is no other mess available, provided that no expense is thereby caused directly or indirectly to the public. The G.O.C.-in-C. will ensure that such mess is placed under the control and supervision of an officer selected by him, and that it is conducted in all respects on the lines of an officers' mess of a unit. The accounts of a garrison or formation officers' mess will be laid before an audit board composed of officers to be detailed every quarter by the G.O.C.-in-C.; the proceedings of such board will be laid before the G.O.C.-in-C., or an officer not below the rank of colonel commandant, to whom he may delegate the duty, for approval.

1379. As a general rule R.A. officers' messes, at home or in the colonies, will be managed as "station" messes. On a change of station, the outgoing brigade or battery of artillery will not remove property or funds other than those it has brought there, or bought with money not obtained from mess subscriptions or mess profits. Presents to the mess, as such, will not be removed. When an artillery station is abandoned as such, and a fresh one occupied, the credits and property of the station mess at the former will be taken over to establish the mess at the latter.

1380. Every officer will pay to the mess president his mess bill and all authorized subscriptions on or before the 7th of each month, and the president of the mess committee will report in writing to the C.O. any omission to do so. The officer concerned will then be called upon for an explanation. If the result be unsatisfactory, and the account is not settled by the 14th of the month, the circumstances will be reported to higher authority.

1381. (*a*) Every officer present at regimental headquarters, except a married officer, will be a dining member of the mess. A married officer will also become a dining member when his wife and family are not resident at the station.

mess is promoted, he will pay to that mess the difference between three days' pay of his old rank and that of his new rank.

(ii) In the event of a member of a serjeants' mess being transferred on promotion he will not pay an entrance fee to the serjeants' mess of the unit, or station, to which he is transferred.

(iii) A monthly subscription may be charged, not exceeding 3s. for unmarried and 1s. 6d. for married or detached members. An N.C.O. at the Royal Military School of Music pays a subscription to the mess of that institution, and is not liable for a subscription to the serjeants' mess of his corps.

(*c*) Mess meetings, at which all members will attend, will be held monthly. The serjeant-major will preside, or, in his absence, the next senior warrant officer or N.C.O., except in R.A. and R.A.O.C. messes and certain messes of R.E. as laid down in corps memoranda, where the senior member present will preside. Minutes of the proceedings will be recorded and submitted for the approval of the C.O.

(*d*) The management of the mess will be conducted by a committee, the president of which should not be below the rank of warrant officer, Class II,* with two serjeants (one married and one unmarried) as members. They will be appointed quarterly at a mess meeting, subject to the approval of the C.O. They are responsible for the management of the mess, and have power to authorize all ordinary expenditure, but exceptional outlay will not be made without the previous sanction of a mess meeting and the approval of the C.O.

(*e*) A serjeant,† not a member of the mess committee, will be selected by the C.O. to act as caterer. His tour of duty will not exceed three months, unless specially sanctioned by superior authority. He will be exempt from other duties and will take charge of all stores of eatables and liquors, and receive from members the amounts due by them for liquor. These amounts may, at the discretion of the C.O., be paid weekly or on the spot; but in either case the cash will be handed over to the treasurer on the same day as it is received. The caterer has no authority to make purchases or to select tradesmen without the sanction of the committee. The mess will obtain all its wines, spirits, beers and other supplies through firms or tradesmen approved by the C.O. Standing bars and hatches for the issue of liquor will not be instituted, but special arrangements may be made for the convenience of the families of married members. The issues to families will take place for half an hour before dinner and for half an hour during the evening. At infantry depots, Royal Military Academy, Royal Military College, army vocational training centres, Small Arms School, School of

---

* At infantry depots the duties of president will be performed by the regimental quarter-master serjeant, the company serjeant-major, the orderly-room serjeant (if not below the rank of colour-serjeant, and the company quarter-master serjeant.

† In an R.E. or R. Signals mess, where the numbers are small and a serjeant is not available, a corporal may be appointed caterer.

Mess Contributions and Subscriptions*

1393. (*a*) On appointment an officer belonging to a regiment of cavalry or a battalion of infantry or to a corps not having a headquarters mess will, within six months of his appointment, pay to the mess funds such contribution as may be decided by the C.O., but not exceeding £4. Where the regimental or battalion mess is not furnished at the public expense the contribution may be increased at the discretion of the C.O. but will not exceed 24 days' pay of the officer's rank. In the case of the R. Tank Corps the officer will pay this contribution to the mess of the unit which he first joins.

(*b*) If an officer is seconded or transferred to another unit before joining the unit to which he was first appointed, he will be required to pay the contribution only to the unit which he first joins, excluding any unit to which he may be temporarily attached.

(*c*) In addition to this subscription an officer of one of the arms or corps mentioned above shall pay to the depot mess a contribution not exceeding £1 if the depot mess is furnished at the public expense, or not exceeding six days' pay if this mess is not furnished at the public expense. In the case of the R. Tank Corps this contribution will be paid to such mess of the Corps at the R. Tank Corps Centre as the Commandant of the Centre may direct.

1394. (*a*) In the case of corps with headquarter messes sanctioned by the Army Council, an officer on appointment may be required to pay an initial contribution not exceeding £5 to the headquarter mess.

(*b*) Where, however, the mess is not furnished at the public expense an officer may be required to pay a contribution not exceeding 30 days' pay of his rank.

1395. No officer will be called upon to make any payment towards mess funds when promoted except as laid down in para. **1396**, and in the case of an unfurnished mess, other than a headquarters mess, where an officer will pay the difference between his old and his new pay over a period of not more than 30 days.

1396. If an officer is transferred otherwise than compulsorily, or exchanges, or is promoted to another regiment or corps, he is chargeable with the contribution (as specified in para. **1393** or **1394**) to his new regiment or corps.

1397. Every officer will also pay a subscription to defray the ordinary expenses of the mess of which he is a member, at a rate to be fixed by the C.O., but not, under any circumstances, to exceed ten days' pay of his rank yearly. This subscription will be charged from the date of appointment, and will be payable monthly in arrear. A married officer is liable to only one-half of the subscription, when he does not regularly attend the mess as a dining member. An officer will be required to pay this subscription only to the mess of the unit with which he is serving and will not be charged with the subscription beyond the date on which he is struck off the strength of the unit.

1398. Headquarter messes sanctioned by the Army Council may, if and when necessary, levy an annual subscription up to one day's pay

* The regulations in this sub-section are not applicable to the Household Troops.

the control and supervision of an officer selected by him, whose functions will be identical with those prescribed for the senior major in sub-para. (*g*).

The statement of accounts, after audit and approval by the quarterly mess meeting, will be submitted to the officer detailed to supervise the mess, to be laid by him before the G.O.C.-in-C. or an officer not below the rank of colonel commandant, to whom he may delegate the duty, for approval. The garrison serjeant-major or acting garrison serjeant-major will preside at the mess meetings: In his absence the senior combatant warrant officer or N.C.O. present will preside.

(*l*) The whole of the property of the mess will be insured against fire and shipwreck, the premiums being charged against the mess fund.

1411. Neither the senior member, nor honorary members, nor the following warrant officers will act as president of the serjeants' mess committee:—regimental serjeant-major, warrant officer, Class I (education), regimental quartermaster-serjeant or company serjeant-major instructor in musketry; except that in tank battalions the regimental quartermaster-serjeants (technical) will take turn with other warrant officers, Class II, in this duty and at infantry depots the duty will be performed as provided by para. **1410** (*d*) and footnote thereto.

Soldiers' Messing and Cooking

1412. It is the duty of the C.O. to see that the soldiers' meals are properly and sufficiently provided, that all transactions in connection with supplies, purchases and cash allowances are regularly recorded in the daily messing account, and that all bills in connection with messing are paid within 14 days from the end of the usual monthly accounting period. He will arrange for the supply of groceries, vegetables, milk, &c., through the regimental institute. The system laid down in the Manual of Military Cooking and Dietary, also in Management of Soldiers' Messing will be adhered to, as far as practicable. An evening meal will invariably be furnished in addition to breakfast and dinner.

1413. An orderly officer will inspect the kitchens and cooking apparatus daily, and will visit the dining-rooms during the breakfast, dinner, and evening meal hours, to see that the meals are properly prepared, and that there is no cause for complaints. Arrangements will be made by the C.O. for the disposal of all by-products of the meat ration, &c., the sum accruing being credited to the by-product and swill account. The food refuse must be stored where necessary in covered sanitary bins supplied by the purchaser. An account of the fund and its appropriation will be published monthly in regimental orders.

1414. (*a*) At bivouac, rations of bread and meat will, as a rule, be inspected at noon, on the day previous to that of issue, except on Saturday, when the supplies for Sunday and Monday will be inspected at 2.30 p.m. In hot weather it may be necessary to make the inspection at 7.30 a.m. on the day of issue. Copies of the conditions of contract will be procured by the C.O. from the officer i/c supplies, and will be hung up in the stores for the guidance of the inspecting officer.

Serjeants' Messes

1408. A serjeants' mess will invariably be formed when practicable. The C.O. will be responsible that it is conducted with economy, regularity and order. The senior major will, as a rule, be charged with its immediate supervision. Cash balances will be kept as low as possible consistent with solvency.

1409. As a general rule, all serjeants' messes, R.A., at home or in the colonies, will be managed as "*station*" messes. The rules for officers' messes laid down in para. **1379** will also apply to serjeants' messes in the R.A.

1410. The following are the regulations for serjeants' messes and garrison serjeants' messes:—

(*a*) (i) With the exceptions noted in (ii) every warrant officer and staff or other serjeant (including a paid lance-serjeant) will be a member of the serjeants' mess of his unit, and a single member will be a dining member. In the case of an unpaid lance-serjeant, membership will be optional.

(ii) First-class staff serjeant-majors of the R.A.S.C., and conductors, R.A.O.C. (where no R.A.O.C. mess exists), will be exempted from membership but may become honorary members if they so desire. The foregoing, and also members of the M.P.S.C., and of the Physical Training Staff, will, in like manner, be exempted from membership of a garrison serjeants' mess under (vii).

(iii) N.C.Os. not below the rank of serjeant, and paid lance-serjeants will be honorary members of the mess of a unit to which they are attached. In the case of an unpaid lance-serjeant membership will be optional.

(iv) A warrant officer, Class I or II (education), posted to a garrison school, may be an honorary member of the serjeants' mess of any unit whose men attend the school.

(v) In the R.E. and R. Signals, at stations where numbers are small, corporals may be members at the discretion of the O.C.

(vi) The privilege of honorary membership of a serjeants' mess may be accorded, at the discretion of the C.O., to members or honorary members of serjeants' messes of other units, who are qualified by rank for such privilege and who are in actual military service.

(vii) A garrison serjeants' mess will be governed by the rules applicable to the serjeants' mess of a unit. With the exceptions noted in (ii) warrant officers, staff serjeants and serjeants (including paid lance-serjeants), who are not members of the mess of a unit, will be members of the garrison serjeants' mess, if such exists. Honorary membership may be conceded as in (vi).

(*b*) (i) When an N.C.O. or man is first appointed or promoted to a rank which renders him eligible to become a member of a serjeants' mess he will, on joining, pay an entrance fee, not exceeding three days' pay of the rank, to the serjeants' mess of the unit in which he is serving when he is promoted. When a warrant officer or N.C.O. who is already a member of a serjeants'

a certificate from the School of Military Engineering, or from one of the schools in India. If possible a candidate for this appointment should be a carpenter and joiner, and should have passed the standard laid down for at least Class III in the trade tests in Regulations Governing the Issue of Tradesmen's Rates of Pay. He will be appointed on probation, and may be confirmed in the appointment by the C.O. when the C.R.E. certifies that a longer probation is unnecessary. He will not fill any other situation. His rank is that of a serjeant. A qualified man should always be available to fill any vacancy that may occur in the appointment.

1423. A man will be selected as a pioneer mainly for his proficiency in his trade, but he ought also to be a man of good character. His qualification as a tradesman will be determined by means of a standard trade test carried out in accordance with the procedure laid down in Regulations Governing the Issue of Tradesmen's Rates of Pay. Some of the men can be received from time to time at Woolwich Arsenal, or at the engineer workshops at Chatham, for instruction.

1424. Except in the R.E., no soldier will be employed as an artificer, or as a paid workman, who has not been dismissed drill, who has not fired a recruit's and trained soldier's course of musketry, and who has not at least six months' service.

1425. A C.O. will arrange with the O.C., R.E. and with the officer i/c barracks for repairs and alterations to barracks, furniture, or utensils being performed by the artificers of his unit.

1426. In addition to the pioneers, all N.C.Os. and men who have followed any trade before enlistment will be tested and classified by the R.E., R.A.S.C., and R.A.O.C. respectively, according to the nature of the trade. A list of such men, no matter what their trades, with their respective classification, will be maintained by C.Os. The trade and classification will be entered in the A.B. 64, Part 1, of the individual soldiers. A C.O. will encourage soldiers who are artisans by employing them when practicable.

1427. Under the sanction of the C.O. work may also be done for units, and private work (including the shoeing of horses) for officers or others, provided that all private work is executed within the camp or barracks. No privately owned motor vehicle will be repaired and no private work undertaken in the workshops of any R.A.S.C. (M.T.) unit.

1428. To render workshops self-supporting, the cost of the upkeep and all contingent expenses, including the provision of the necessary tools, will, except in the case of the tailor's shop, be a charge against the funds. To meet this charge a contribution, not exceeding 5 per cent., will be deducted from payments received for work performed.

1429. The apportionment of money earned by contract, and the payment of soldiers (including pioneers) employed in the execution of private work, will be carried out by the officer supervising the workshops, in accordance with the procedure laid down in Regulations Governing the Issue of Tradesmen's Rates of Pay.

Farriers

1430. A farrier-serjeant at home (including a farrier-corporal of the Household Cavalry) will train men as farriers.

lines and horses under veterinary treatment. Remounts are purchased and distributed by the Remount Service, which is also responsible for the general administration of any measure which may from time to time be adopted for the provision in the country of a reserve of horses. Details of the administration of the Remount Service in peace and of the arrangements for the supply of horses on mobilization will be found in Remount Regulations. Remount depots (and their farms attached) are administered under the War Office in so far as technical and departmental matters are concerned. The A.V.O., under the orders of the G.O.C.-in-C., will have access to any remount depot in the command for purposes of reporting on matters of hygiene and disease. The O·C., R.A.S.C., may inspect the personnel in depots where N.C.Os. and men of the R.A.S.C. are quartered.

1437. In British possessions abroad, animals will be purchased under the orders of the O.C.; in other countries, under orders from the War Office. An officer employed in the purchase of horses and mules will, as soon as possible, transmit to the War Office, on A.F. B 88, in duplicate, a description of each animal passed into the service. An animal will not be purchased unless certified by a veterinary officer, on the above form, as sound and fit for service. Docked horses will not be accepted.

1438. (*a*) A.B. 92 "Description of Horses" will be kept in all mounted corps and in battalions which have transport animals attached to them. A number assigned to each animal by the War Office will be tattooed on its gum.

(*b*) Squadron, battery, or troop numbers will be branded on the fore feet, thus:—L.G. on the off fore foot and A. 1 on the near fore foot: $\frac{A}{R.H.A.}$ on the off fore foot and 1 on the near fore foot; $\frac{1}{R.A.}$ on the off fore foot and 1 on the near fore foot, &c.

1439. Men sent to fetch remounts from depots will take head collars and bridoons, stripped saddles (if ordered), horse brushes and cleaning articles only.

1440. (*a*) When remounts are received the C.O. will:—

(i) Place them in a stable apart from other horses until tested by mallein (*see* Regulations for Army Veterinary Services). Remounts are not to be stabled in the veterinary hospital or sick lines.

(ii) Inform the veterinary officer in charge.

(*b*) In the case of remounts received direct from vendors, the C.O. will immediately render an arrival report to the War Office, stating the number, whence received, date of joining, and casualties en route. The arrival report should not be delayed because the army numbers or documents of remounts have not reached the unit.

1441. A report will be at once forwarded to the War Office if any remount turns out to be a wind sucker or crib biter, or shows signs of any particular vice or disability which renders his return to the vendor desirable.

1442. The C.O. will cause a veterinary history sheet (A.F. B 270) to be prepared for each remount received and for each private char er authorized by Allowance Regulations, and will pass it to the ve

(*b*) The key of the meat store will be kept in the charge of the N.C.O. of the guard, and will always be available for the inspecting officers.

1415. The duties of the serjeant-cook are detailed in the Manual of Military Cooking and Dietary. He will personally superintend all cooking done in regimental cook-houses. Cooks will be placed under his orders and will not be changed save at long intervals or for misconduct. The C.O. may detail assistant cooks, who should be changed frequently.

1416. A second-cook may be trained at the School of Cookery for every unit entitled to have a serjeant-cook, with a view to his being available, when required, to replace the serjeant-cook, or to succeed to his appointment, or to superintend the cooking for a detachment. When not employed in either of these capacities, the second-cook will do duty in the ranks. Expense will not be entailed by the appointment of second-cooks beyond that incurred by their travelling to and from the School of Cookery.

1417. Every vacancy in the appointment of serjeant-cook and second-cook, and the cause thereof, will at once be reported to the Commandant, R.A.S.C. Training College, Aldershot. In the case of a serjeant-cook, the report will state whether the second-cook has been appointed to fill the vacancy, and if the vacancy is due to inefficiency, the certificate of competency will be surrendered and forwarded at the same time.

8.—REGIMENTAL WORKSHOPS AND MANUAL TRAINING

General Instructions

1418. Whenever practicable, general officers and C.Os. will establish garrison and regimental workshops, in which manual training may be given. The instruction given in these workshops will aim at:—

(*a*) enabling a soldier to take a manual subject in the examination for a second-class certificate;

(*b*) giving a soldier the elementary knowledge which will enable him later to take up vocational training.

1419. Every facility for instruction should be given to the sons of soldiers of suitable age, and in mounted units they should be encouraged to attend during stable hours and to qualify as grooms.

1420. The senior major will supervise the workshops, each of which, except the tailor's shop, will be in charge of an officer other than the quartermaster. The tailor's shop will be under the immediate supervision of the quartermaster.

1421. The funds of each workshop should be banked under regimental arrangements. Each month's accounts and the balance sheet of each workshop, with vouchers and invoices, and an acquittance sheet for wages will be laid before the C.O., and, at the end of each quarter, before the audit board referred to in para. 75.

Infantry Pioneers and Pioneer Workshops

1422. The establishment of pioneers in each unit at home or in the colonies, and the trades in which they should be qualified, are laid down in Peace Establishments. The pioneer-serjeant will be a N.C.O. holding

neatness. The manes of all Government horses, with the exception of those of the Household Cavalry regiments, may be hogged, and forelocks may be removed at the discretion of the C.O., but the horses of each unit must be uniform in this respect.

Casting Horses

1450. (*a*) Horses and other public animals are cast from the Service under three main headings:—

(i) As "Veterinary Cases."
(ii) As "Worn Out."
(iii) As "Remount Cases."

(*b*) "Veterinary cases" include animals unfit through age and hard work, and all other conditions resulting in permanent disability or physical unfitness.

(*c*) A "Worn-out" horse is one over 15 years of age, not considered fit for 1 month's field service with the arm to which it belongs. Subject to this there is no age limit.

(*d*) A "Remount Case" is a horse unfit through being prematurely (viz., under 15 years of age) "Worn Out," a "wind sucker" or a "crib biter," or one which stumbles, is incurably vicious, &c., and also any horse which fails to develop suitably or is dangerous to ride.

(*e*) Cases under (*a*) (i) should be inspected by the A.V.O. of the command. He will record his opinion on A.F. B 164 before they are brought before the casting authority, in this case the divisional, brigade or area commander or any other officer who may from time to time be specified by the Army Council.

(*f*) Cases under (*a*) (ii) should at once be brought forward for casting by the unit concerned, the casting authority being the same as in (*a*) (i).

(*g*) Cases under (*a*) (iii) should be inspected by a remount officer who, in addition to recording his opinion, will state if he recommends retention for any other branch of the Service. Such cases should normally only be brought forward for casting at the conclusion of the training season. All cases under this heading will be referred to the War Office on A.F. B 164.

(*h*) Cast horses will be disposed of without delay as detailed in Remount Regulations, and a report sent to the War Office on A.F. B 164.

(*i*) Reports and applications regarding the casting of horses and other public animals will be accompanied by the veterinary history sheets.

Disposal of Dead and Disabled Animals

1451. (*a*) Animals certified by a veterinary officer to be incurably injured may be destroyed forthwith. In cases of accident when a veterinary officer or civilian veterinary surgeon is not available, and to prevent unnecessary suffering to the animal, the O.C. unit or the senior officer present may order the destruction of an animal incurably injured. A full report of the circumstances in which the destruction was ordered will be rendered to the headquarters of the formation concerned. In other cases, where destruction is considered necessary, the previous sanction of the G.O.C. or O.C. station will be obtained.

(*b*) The giving of authority for the destruction of an animal, whether on the veterinary officer's certificate or otherwise, does not dispense wit

1431. One man in each squadron in the Household Cavalry, two men in each squadron in the Cavalry of the Line, three men in each battery in the R.H.A. and horse drawn batteries in the R.A., one man in each field unit in the R.E., two men in the H.T. depot company and one man in each H.T. company in the R.A.S.C., will be placed under instruction to qualify as assistant farriers. Young men, quick, handy, and of sufficient education and good character, should be selected, with a view to qualifying for the appointment of farrier and farrier-serjeant. While under training as farriers, soldiers will be exempted from all duties, except church parades and two mounted parades and one foot parade in each month exclusive of church parade. Any man who does not make good progress should be sent back to the ranks. After two years' instruction the men should be returned to the ranks, until selected for appointment as farriers, and other men placed under instruction.

1432. When men under instruction are considered sufficiently skilled they should be sent before a command testing board to be tested as farriers, with a view to appointment when a vacancy occurs in the establishment of their trade.

1433. In addition to men trained as above, there will always be in each battalion men trained as farriers at the School of Farriery at Aldershot. One of these will be employed with the transport and will be on the establishment of the battalion as a farrier. The others will be available for overseas drafts.

Artificers, R.A., and Wheelers

1434. (*a*) Artificers, R.A., who can be spared from the regimental workshops or other artillery services in connection with their trade, will be employed, under the orders of the D.A.D.O.S. or in the case of central ordnance depots, the C.O.O., who will apply for their services to the O.C., R.A. unit concerned.

(*b*) Wheelers belonging to cavalry and infantry units who have been trained as such at the Military College of Science will, when possible, be employed in ordnance workshops. The O.C. unit will inform the D.A.D.O.S. or the C.O.O. when such men are available for employment.

9.—TRANSPORT, HORSES, VETERINARY DUTIES, SADDLERY AND FORAGE

Regimental Transport

1435. A C.O. will maintain the full complement of trained men for the regimental transport of the battalion, as given in War Establishments. The G.O.C.-in-C. will arrange for their instruction with a unit of R.A. or R.A.S.C. in the command (*see* Appendix XIV). On receiving any vehicle, equipment, or animal a C.O. may claim the assistance of an officer of the R.A.S.C. in ascertaining its condition.

Remounts

1436. The Army Remount Service and the Light Horse Breeding Scheme are administered by the Director of Remounts under the authority of the Quartermaster-General. Officers of the Remount Service have access to all Government stables and horses, except sick

the R.A., a brigade, in the R.E., three companies of divisional engineers when stationed in one locality, and, for other R.E. troops, such grouping of units as the G.O.C.-in-C. may decide, and in the R.A.S.C., two companies stationed in the same locality, will be counted as a unit. These orderlies will be exempted from all other duties, except C.O.'s parades (in the R.A. brigade parades), and will be entirely at the disposal of the veterinary officer while so employed.

1458. All detachments will be placed under the veterinary charge of the nearest veterinary officer, who will inspect all the horses within ten miles of his station at least once a week, and all beyond ten miles once a month, or oftener if required. The C.O. will be informed by the A.V.O. of the command of the name and station of the veterinary officer detailed for this duty, who will arrange dates of inspection with the C.O. In these inspections the veterinary officer will be attended by the serjeant-major and by the farrier-serjeant of the detachment or batteries. He will report the result of his inspection to the C.O. of the unit and the A.V.O. of the command.

1459. When the services of the veterinary officer are specially required, the C.O. will apply to him direct, describing the nature of the case and informing the general commanding of the application.

1460. (*a*) In cases of sickness at a station where there is no veterinary officer, application will be made to the A.V.O. of the command, who will detail a veterinary officer from the nearest station. If one is not available, or the life of the horse is in danger and the serjeant R.A.V.C. or farrier-serjeant is unequal to the proper treatment of the case, a civilian veterinary surgeon may be employed. His further attendance, unless absolutely necessary, will be dispensed with, the circumstances being reported by the C.O. to the A.V.O. of the command. Continuous daily attendance, or visits for inspection of healthy horses by a civilian veterinary surgeon, will not be permitted without the sanction of the A.V.O. of the command.

(*b*) The civilian practitioner will be requested to send in his bill in duplicate on A.F. O 1774 immediately his attendance has ceased.

1461. To avoid inconvenience in settling the claims of a civilian veterinary surgeon, the C.O. must inform him that, in case of objections being raised to the charges he may make for professional attendance, they will be submitted for the decision of the Director-General, Army Veterinary Services, whose award will be considered as final. The practitioner will be employed only if he makes an agreement to this effect, and a C.O. will be held responsible that such agreement is made.

Shoeing

1462. (*a*) A squadron commander is responsible to the C.O. that the shoeing is correct and up to date. A veterinary officer will frequently visit forges and stables and inspect the shoeing. He is responsible for representing to the C.O. faults or bad workmanship. Unless by veterinary advice, the regulation pattern shoe will be strictly adhered to.

(*b*) In all commands at home mules will be shod all round.

(*c*) During the winter months horses and mules sh[illegible] shod w[illegible] shoes tapped for frost cogs (*see* Equipment Regulations,

officer in charge, who will be responsible for its upkeep until the horse leaves the station or is disposed of. Under no circumstances will these sheets be destroyed, or duplicates issued, without authority being obtained from the D.D.V.S. or the A.D.V.S. of the command, or, in commands where there is no D.D.V.S. or A.D.V.S., from the senior veterinary officer (who will inform the Director-General, Army Veterinary Services).

1443. The age of a horse will be reckoned from the 1st of April in the year in which the horse was foaled.

1444. When a corps proceeds on service abroad leaving its horses at home, the horses will be disposed of as directed by the Army Council.

1445. (*a*) Foals of Government mares are the property of the State.

(*b*) At home stations, as soon as it becomes evident that a mare is in foal, a report will be made to the War Office, when instructions will be given either for the mare's transfer to a remount depot or for her accommodation locally till the foal is weaned. At stations abroad, births will be reported on the monthly A.F. B 2087, and the foals disposed of as soon as possible to the best advantage.

1446. Officers entitled to be mounted may ride on parade either:—

(*a*) public chargers supplied under Allowance Regulations.

(*b*) public horses purchased from the ranks under Allowance Regulations.

(*c*) private horses certified by the C.O. as suitable for military duty and by a veterinary officer or civilian veterinary surgeon as serviceably sound and fit for service.

1447. All casualties amongst public chargers, whether on or off duty, which, in the opinion of a veterinary officer, are likely to cause permanent disability, will be immediately reported to the War Office. Such reports will state the name and corps of the officer in whose charge the animal was at the time of its death or injury, the army number, the date and cause of death or injury, whether as the result of an accident, and if so, the nature and circumstances in detail.

Care of Horses

1448. The C.O. of a unit is responsible for the condition of his horses, their health, general fitness for work on service, and for the fitting of their saddlery. He will inspect all horses once a week, when their army numbers will be verified. The veterinary officer in charge of the unit will if possible accompany the C.O. on this inspection. Further instructions will be found in the manual "Animal Management" and in Regulations for Army Veterinary Services.

1449. A C.O. will exercise his discretion with regard to the clipping of horses' bodies. Except in the case of H.D. horses, legs may be clipped out the first time over, but, subsequently, will not be clipped below the elbow and stifle. Heels should be neatly trimmed with scissors; clipping machines will not be used for this purpose except when the legs are clipped. Tails will be banged at such a length that they reach within six inches of the points of the hocks when moving at a walk: if the dock is too short to admit of this, the hairs will be left as long as possible consistent with

10.—LEAVE OF ABSENCE AND FURLOUGHS

General Instructions—Officers

1471. (*a*) Leave commences:—

(i) At home: from the date on which an officer leaves his station.

(ii) Abroad (except in India): from the date on which he embarks.

(iii) In India: from the date on which he is struck off duty. In the case of leave out of India on medical certificate the specified period recommended by the medical board commences from the date of embarkation. The maximum period of absence from duty owing to sickness admissible in the case of a British service officer on the Indian establishment is reckoned either from the date following that on which he last performs actual duty or the date on which he falls sick while on leave.

(*b*) An officer will be present with his unit on the day on which his leave terminates. On rejoining, he will make himself acquainted with all orders issued during his absence.

1472. An officer granted leave will give his address and notify any change thereof to the adjutant and to the regimental agent. If he is awaiting absorption, he will notify similarly in writing the Under-Secretary of State, The War Office, and the regimental agent.

1473. When an extension of leave is applied for, the period during which the applicant has been absent will be stated.

1474. An application for leave of a special nature will be submitted one month before such leave is required. At home, if the G.O.C.-in-C. grants the leave, he will at once report to the Under-Secretary of State, The War Office, the period and purpose of it.

1475. When an officer requires a medical certificate to enable him to apply for leave, A.F. B 175 will be used by the medical officer who examines him. An officer in a foreign country, or British colony where a medical officer of the Regular Army is not stationed, requiring sick leave or extension thereof, will forward with his application a medical certificate, for which expense to the public will not be admitted.

1476. When an officer is promoted during leave, either in the same or to another unit, or is transferred or removed to or exchanges into another unit, his leave, other than sick leave, is thereupon cancelled without further orders. Leave on medical certificate, or on the recommendation of a medical board, is not affected by such promotion or transfer.

1477. When an officer is reported absent without leave in the regimental monthly return, an explanation will be transmitted to the Under-Secretary of State, The War Office, through the G.O.C.-in-C. The fact will also be communicated immediately by his C.O. to the regimental paymaster and the regimental agents.

1478. An officer on the strength of a unit at home or abroad will not apply direct to the Under-Secretary of State, The War Office, for leave or extension of leave.

1479. The grant of full pay and staff pay during leave is subject to the conditions laid down in the Pay Warrant. Leave in excess of the

inquiry into the circumstances of its loss under paras. 737 and 738, except when the veterinary officer is able to certify that death from natural diseases would otherwise have ensued.

Infectious and Contagious Diseases

1452. When an animal is suspected of being affected by a contagious or infectious disease, it will immediately be segregated, and a full report at once forwarded to command headquarters. The A.V.O. will give instructions as to its disposal and report fully to the War Office the action taken.

1453. (*a*) When a horse or other animal used for army purposes which is kept on Crown premises and in army veterinary charge dies of, or is slaughtered for, glanders, farcy, epizootic lymphangitis or anthrax, the carcase will be disposed of by the military authorities by cremation or burial in accordance with the Regulations for Army Veterinary Services. Whenever the local authorities have facilities for, and are disposed to assist in, the removal and disposal of such carcases, their co-operation should be accepted.

(*b*) At home if a Government charger stabled in private stables, or a horse on the march, in billet or camp, or on duty away from barracks, becomes affected with any such disease, the local authority should immediately be informed and asked to carry out, so far as can be applied in the circumstances, the regulations laid down by the Ministry of Agriculture and Fisheries under their relative order dealing with civilian animals. The responsible officer should empower the local authority to destroy the animal and to dispose of the carcase in cases where such destruction is prescribed for civilian animals similarly affected.

(*c*) In Northern Ireland the military authorities are responsible for taking action in accordance with the Diseases of Animals Acts and Orders.

(*d*) Arrangements will be made at each station for the destruction of carcases, or for their burial outside the War Department boundary, or hirings. Carcases will be covered with quicklime, and will not be buried within 200 yards of inhabited buildings or any source of water supply.

1454. An O.C. a unit or detachment will see that the instructions of veterinary officers with regard to disinfection are carried into effect whenever contagious disease makes its appearance.

Veterinary Duties, &c.

1455. The A.V.O. supervises all the veterinary duties of the command to which he is attached and is the adviser in all points connected with his service. He will have free access to all Government stables, including remount depots, but he will acquaint the C.O. of his intended visit. A C.O. will give a veterinary officer every assistance and support.

1456. When there is no R.A.V.C. personnel, the services of the farrier-quartermaster-serjeant (or a specially detailed farrier, where there is no farrier-quartermaster-serjeant) will be placed entirely at the disposal of the veterinary officer, under the orders of the C.O.

1457. Orderlies for duty with sick horses will be furnished, by each unit concerned, in the proportion of one to every three (or less) sick. A unit for this purpose will be as defined on page xvi, except that, in

If it is necessary, in the case of a visit to a country where there is a British military attaché, for officers and other ranks to report their arrival and movements to the military attaché, they will be so informed when their applications for leave are approved.

1486. (*a*) An officer will not attend any foreign manœuvres without first obtaining from the War Office permission to do so. An officer serving with a unit, &c., will forward his application through his C.O. in sufficient time to reach the War Office at least one month before the date on which he wishes to start, stating what manœuvres he contemplates attending, and his address during such manœuvres. An application by an officer who is not serving with a unit, &c., will be addressed direct to the Under-Secretary of State, The War Office.

(*b*) An officer will not send accounts of, or comments on, any manœuvres he may witness abroad to any one, except the Army Council, unless he has obtained the permission of the Council to do so.

Officers on Home Service

1487. A G.O.C.-in-C. may grant leave to officers at such times and for such periods as their services can be spared. This authority may be delegated to a C.O. and to a head of a department, as the G.O.C.-in-C. may consider desirable. When a unit is under orders for service abroad, leave will not be granted beyond the date fixed for departure. Any leave previously granted beyond that date will be considered cancelled.

1488. *A divisional commander may, on the recommendation of a medical board, grant leave to an officer for a period not exceeding six months, provided that there is reasonable probability that he will ultimately be fit for general duty. When an officer has been examined by a medical board at home or abroad, the original proceedings will, in all cases, be forwarded to the Under-Secretary of State, The War Office, without delay. In the event of leave having been granted, the period and date of commencement will be notified. When a medical board cannot be assembled, or when the leave contemplated is so short as to render the assembly of a medical board unnecessary, a divisional commander may grant leave not exceeding three months on medical certificate to a regimental officer. The medical certificate with a notification of the sick leave granted will be forwarded to the Under-Secretary of State, The War Office.

1489. (*a*) An officer on leave granted on the recommendation of a medical board will report his state of health, in writing, to his C.O., twenty days before the expiration of his leave, with a view to his being again examined as to his fitness to resume duty.

(*b*) In forwarding an application to the Under-Secretary of State, The War Office, for an extension of sick leave, the amount of sick leave previously granted will be stated.

1490. When an officer is prevented by ill-health from rejoining on the expiration of leave, he will at once report, by letter, to his C.O., enclosing a medical certificate (if practicable from a military officer) giving the particulars contained in A.F. B 175. The C.O. will then take steps to prolong the leave or bring the case to the notice of superior authority.

* The detention in a military hospital of all commanders (colonels commandant and senior appointments) and staff officers (1st Grade and senior appointments) for periods over four weeks will be notified to the Under-Secretary of State, The War Office, by the commander of the formation to which the officer belongs.

1463. (*a*) Every day at the commencement of morning stables, before other work is begun, the farrier-serjeant, in working dress, will, with the assistance of the farrier of the troop, or of the section R.A., examine every horse in the stables. He will inspect each foot, replace broken nails, refasten loose shoes, and hammer down projecting clenches, and will then report to the senior officer or N.C.O. of the squadron or battery. He will immediately report to his C.O. any unhealthy condition of the feet. A similar inspection and report will be made at midday stables.

(*b*) Each mounted parade of a squadron or battery will be attended by either the farrier-serjeant or by one of the farriers mounted, and with a case of tools. At inspections, farrier-serjeants and farriers will attend mounted.

Forage

1464. A C.O. will procure copies of the forage contracts, and will be responsible for the maintenance and quality of the reserve stock of forage. All forage offered by contractors will be inspected by a regimental officer not under the rank of captain.

1465. As a rule, forage will only be received and issued at prescribed hours, between 7 a.m. and 3 p.m. The daily supply of forage for issue to units will be inspected, and a proportion weighed, by the captain of the day (or orderly officer) before its removal from the garrison forage store. If objected to, it must be replaced forthwith. Objections against forage already removed from the store will not be entertained, except in the case of unbroken trusses of hay which may be rotten inside. An inspecting officer will assign sufficient reasons on all occasions of rejection.

1466. A sentry over forage stores will not admit forage unless passed by an officer. The keys of regimental forage stores will be deposited at night with the nearest regimental guard and the keys of garrison forage stores in the nearest guard-room.

1467. All persons are forbidden to enter forage and straw stores or yards with matches in their possession, or to smoke in such places. A notice to this effect, on A.F. K 1288, will be posted outside each forage store, and a similar order will be included in the orders of the sentry.

Saddles and Saddlery.

1468. In a cavalry regiment, a squadron commander is responsible to the C.O. for proper fitting of the saddlery. The saddletrees will be fitted without blankets. They will be changed from horse to horse as may be found necessary.

1469. (*a*) The C.O. of a cavalry regiment is responsible for ensuring that all saddle-trees are stripped and fitted by squadron commanders at least once every three months. He will make personal inspections whenever he considers it necessary.

(*b*) He is also responsible for ensuring that there are, in addition to the establishment, at least two saddlers and one saddletree-maker qualified and available to succeed to any vacancies.

1470. Stirrup-irons in the mounted services will be roughed as often as required, in the cavalry by the armourer-serjeant, and in other mounted units by the regimental artificers.

before embarking to rejoin his unit. He will, therefore, report himself in writing to the Under-Secretary of State, The War Office, twenty days before the expiration of the leave granted to him.

Special Leave

1500. An officer on leave from abroad will not apply for extension except on urgent private grounds. His application, with an explanation of the urgency, will be transmitted to his C.O. abroad to be laid before the G.O.C.-in-C. If extension is granted, the period will at once be reported by the officer to the Under-Secretary of State, The War Office, and to his regimental agents. An application for extension of leave will not be submitted to the Under-Secretary of State, The War Office, direct.

1501. (*a*) Special leave, with free passage to and from the United Kingdom or the Irish Free State, may be granted to officers as follows:—

(i) After at least one year's continuous service on the west coast of Africa.

(ii) After less than one year's continuous service on the west coast of Africa, if the normal period of service is curtailed in the interests of the public service.

(*b*) The period of leave for (*a*) (i) and (ii) will be at the rate of one day for every two days' service on the coast up to a total period of leave not exceeding one year. This leave may be granted irrespective of whether the officer subsequently returns to the coast for further duty. Time spent on ordinary leave, not exceeding 61 days during a year's continuous service, or at Madeira or in the Canary Islands on sick leave, will count as service on the west coast.

Furlough—Soldiers

1502. Furlough is an indulgence, granted at the discretion of a C.O., and a soldier must, at all times, be prepared to rejoin at the shortest notice. If the whole Army Reserve is called out, the soldier will return immediately to his unit without waiting for instructions. The officer i/c records of his corps is the C.O. of every soldier on furlough from abroad in the United Kingdom or the Irish Free State.

1503. A furlough will be made out on A.F. B 295A., and stamped with the regimental office stamp. If the soldier has permission to wear plain clothes when on furlough it will be recorded on the form and initialled by the officer granting the concession.

1504. (*a*) The duration of the furlough season at home is left to the discretion of the G.O.C.-in-C., and will be notified in the standing orders of the command. The usual period is 1st October to 1st February.

(*b*) During the non-furlough season furlough will be granted only in special cases.

1505. (*a*) Furlough commences:—

At home.—From the date on which the soldier leaves his station.

Abroad.—From the date on which he embarks.

(*b*) A furlough is to be made out so as to terminate at tattoo on the day on which it expires. If the soldier fails to rejoin he may be dealt with as an absentee. If, within five days, no satisfactory account of his absence is received he will be reported as a deserter.

1512. On returning from furlough a soldier will not be required to make good missed duties, or, in the cavalry, to pay for the charge of his horse during his absence.

Special Furloughs

1513. (*a*) Special furloughs with free passages to and from the United Kingdom or the Irish Free State, under the conditions prescribed by Allowance Regulations, may be granted as follows:—

(i) To an unmarried warrant officer or N.C.O. not under the rank of corporal, who is eligible for, but not desirous of, transfer to service at home, provided that he will have two years' unexpired service on return from furlough.

(ii) To a warrant officer or N.C.O., not under the rank of corporal, after six consecutive years' service abroad.

(iii) To a European warrant officer, N.C.O., or man, provided that he does not belong to a unit returning to the United Kingdom on completion of its tour of duty on the coast,

(*a*) after one year's continuous service on the west coast of Africa.

(*b*) after less than one year's continuous service on the west coast of Africa, if the normal period of service is curtailed in the interest of the public service.

The period of furlough will be at the rate of one day for every three days' service on the coast.

(*b*) For the purposes of (*a*) (iii), time spent at Madeira or the Canary Islands on sick leave, or on the regulated ordinary annual furlough, will be counted as service on the west coast.

1514. In all cases when an entry is made in a soldier's documents under the provisions of para. **1630** (*b*) (xvii), a special furlough, not exceeding 21 days, may be granted to the soldier by his C.O. Such furlough will be in addition to any for which he is otherwise eligible, but will not carry with it any right to a free railway warrant or passage.

1515. A brigade commander will exercise a liberal discretion in granting furloughs to individuals or units recently returned from abroad. They should usually be permitted to go on furlough as early as possible after their return home. If the duties of the station permit, it is better that almost the whole of a unit should go at once.

1516.—(*a*) Subject to sub-paras. (*b*)-(*e*) below, furlough prior to transfer to the Army Reserve or discharge may be granted to a soldier for the last 14 days of his colour service, including any period not exceeding 12 months for which he may be retained under Section 87 of the Army Act, provided that in the case of a soldier about to be transferred to the Army Reserve such furlough may be granted only to places in the United Kingdom or the Irish Free State.

(*b*) In the case of a soldier who has been retained under Section 87 of the Army Act for such period as will not permit of his being granted a full 14 days' furlough within the period of his colour service engagement with the additional 12 months for which he may be retained under

1491. A veterinary officer serving at home may, in special cases, be granted leave not exceeding two months, in addition to ordinary leave, in order to attend post-graduate courses of instruction.

Officers on Service Abroad

1492. A G.O.C.-in-C. abroad will use his discretion in giving leave of absence.

1493. (*a*) Permission to return home from abroad will be granted only to those officers whose claims are grounded (i) on length of service abroad; (ii) on ill-health, regularly certified by a medical board, or by the medical officer i/c troops should it be impracticable to constitute a board; or (iii) on urgent private affairs.

(*b*) When orders for the move of a unit from one command to another are received, the G.O.C.-in-C. under whom the unit is serving will notify to the G.O.C.-in-C. to whose command the unit is ordered the names of officers to whom he has granted leave, which will not expire until after the unit has reached its new destination, specifying the period of leave granted in each case.

1494. The application of an officer serving abroad for leave to return home on private affairs will show how long he has served abroad, and he will be required to sign the following declaration:—

"I do hereby declare that I will rejoin for duty at my own expense within the period for which leave of absence may be granted to me, unless in the meantime I receive orders to the contrary from competent authority. I further declare that, if during the period of my leave I exchange or am transferred at my own request otherwise than in the ordinary course of the service, or am placed upon temporary half-pay, or am made supernumerary in my regiment for staff or civil employ, or retire from the service under circumstances not entitling my successor to a free passage, I will hold myself responsible for the payment of the passage of the officer who may be ordered abroad in my place."

1495. A G.O.C.-in-C. will make a full report to the Under-Secretary of State, The War Office, of every case in which an officer is sent or permitted to return home under circumstances affecting his character. The disposal of an officer thus sent home rests with the Army Council. (*See* para. **633.**)

1496. When leave to return home is granted to any officer belonging to a unit abroad (except India), A.F. B 174 duly completed will be delivered to him. Regimental paymasters will certify the date to which such officer has received his pay.

1497. An officer arriving on leave in the United Kingdom or the Irish Free State will immediately report himself in writing to the Under-Secretary of State, The War Office, as directed in para. **1180.**

1498. If an officer is prevented by illness from embarking to rejoin his unit on the expiration of his leave he will forward an application, with a medical certificate, to the Under-Secretary of State, The War Office, from whom he will receive orders to appear before a medical board.

1499. An officer, granted leave to the United Kingdom or the Irish Free State on the recommendation of a medical board, will be re-examined

or (if either of these officers is not within convenient distance) to a justice of the peace. A soldier on furlough in the Irish Free State will forward a medical certificate to his C.O. These officers are authorized (if the circumstances are urgent) to extend the furlough for a period not exceeding one month. The period of extension will be inserted in words on the original furlough and notification made to the man's C.O.

1519. If the man at the end of three months is still unable to rejoin on account of sickness, his C.O. will forward a report, with the soldier's address and a copy of his medical history sheet, to the senior officer of the garrison nearest to the place in which the man is living, who will cause the man to be examined by a military medical officer. If the soldier is found temporarily unfit, he will extend his furlough, or, if permanently unfit, will proceed with his discharge, in either case reporting the action taken to the man's C.O.

1520. When the discharge of a soldier who is medically unfit to rejoin from furlough is carried out, his C.O. will inform the D.D.M.S. of the command in which his unit is serving in order that the soldier's name may be included in the invaliding statistics of that command. The disease for which the soldier was discharged will always be stated.

1521. Before granting a sick furlough the C.O. will obtain from a medical officer a distinct opinion as to whether the man is likely to benefit by the change to another locality. He will also ascertain that the man's friends are in a position to afford him such aid as his ailment requires.

Passes

1522. Passes may be granted under the following conditions, due regard being paid to the age, length of service, conduct, and educational and military efficiency of the soldier:—

(*a*) A permanent pass to enable a soldier who, in the opinion of the C.O., is deserving of the privilege to remain out of quarters up to any specified hour between tattoo and reveille.

(*b*) A pass giving leave of absence to a soldier from any roll call or duty.

(*c*) A pass to enable a recruit, boy, or other individual soldier who is not allowed a permanent pass under sub-para. (*a*), to have such leave on special occasions.

(*d*) A pass for leave outside the station.

1523. (*a*) A permanent pass will be signed by the C.O. Every other pass will be made out on A.F. B 295, and be granted and signed by the company, &c., commander. Every pass will be stamped with the regimental office stamp before being issued.

(*b*) In the event of a calling out of the whole Army Reserve, a soldier on pass will return immediately to his unit without waiting for instructions.

1524. A N.C.O. not below the rank of serjeant may remain out of barracks until midnight without special permission. Any further

1506. A recruit may in special circumstances be granted a furlough not exceeding 8 days, but otherwise no soldier will be eligible for a furlough unless he has been dismissed drill and is out of debt. Before a soldier abroad is granted a furlough which confers no right to a passage from India or abroad to the United Kingdom or the Irish Free State, he will deposit with his C.O. a sufficient sum of money to provide for his return passage at packet rates, or the return half of the passage ticket if a return ticket is taken. (This does not refer to passages from and to India during the period of the trooping season when passage rates by transport will be according to Indian Regulations.) This sum or the return half of the passage ticket will be forwarded to the officer i/c records, who will transmit to the steamship company when making arrangements for the soldier's return journey, and will not hand either to the soldier. The money may be remitted through the paymaster's accounts.

1507. (*a*) A soldier going on furlough will leave his address with his company, &c., commander, and communicate any subsequent change to him.

(*b*) A soldier arriving from abroad will be instructed to report his arrival to the officer i/c records concerned immediately on landing, and subsequently any change that may take place in his address.

(*c*) In the event of a calling out of the whole Army Reserve, the officer i/c records concerned will send to each soldier on furlough from a station abroad orders to join at his depot, together with a railway warrant for the journey.

1508. (*a*) The name and intended address of every soldier granted furlough to the United Kingdom or the Irish Free State will be forwarded, in advance, by the O.C. the unit to the officer i/c records.

(*b*) A soldier on furlough from India draws his pay from the India Office.

(*c*) A soldier on furlough from India will not be transferred to the home establishment without previous reference to the War Office.

1509. (*a*) In the case of soldiers, permission to quit the United Kingdom or the Irish Free State will be granted under the same conditions as laid down for officers in paras. **1483** and **1484**.

(*b*) A soldier proceeding on furlough to a foreign country will not take arms, accoutrements, or uniform.

1510. Furlough will not be granted:—

(*a*) To enable a N.C.O. to take up an appointment in the T.A. or Supplementary Reserve.

(*b*) To enable a soldier serving abroad to quit the command, unless qualified by length of service abroad (*see* para. **1513**), except on the most urgent and special occasions.

1511. (*a*) When a soldier is unable, from want of money, to rejoin his unit from furlough, he should be furnished by his C.O. with a travelling warrant (*see* paras. **1041–1048**) or subsistence, all expenses being subsequently recovered from the man.

(*b*) If it is necessary, for purposes of identification, or otherwise, for telegraphic communications to be sent in connection with the issue of the travelling warrant, the cost of such telegrams should be reported by the sender to the C.O. of the man's unit. The latter will recover the amount of the charges from the man concerned through the pay and mess rolls, and refund to the sender of the telegrams.

Officiating Chaplains

1533. Officiating chaplains will be appointed, when required, by the G.O.C.-in-C., and they will be informed on employment that no payment for their services can be authorized until the approval of the G.O.C.-in-C. has been officially notified. C.Os. will furnish officiating chaplains in receipt of payment at capitation rates with monthly certificates (A.F. O 1609) showing the amounts to which they are entitled for their services during the preceding month.

1534. Whenever a C.O. deems it expedient to prevent an officiating chaplain from officiating in a military church, he will report the circumstances through the G.O.C.-in-C. to the Under-Secretary of State, The War Office.

1535. The duties to be performed by an officiating chaplain in receipt of pay from army funds include the Sunday services, baptisms, churchings, funerals, attending the sick in hospital and reading prayers with the convalescents, visiting soldiers under sentence in military prisons or detention barracks at least once a week, and giving special religious instruction to the children and enlisted boys during one or two hours in every week, besides attending generally to the religious instruction and welfare of the officers and soldiers and of their families. Fees will not be demanded for the performance of any of these duties.

Religious Books

1536. (*a*) A copy of the appropriate book or books shown below will be supplied, at the public expense, to every soldier on enlistment, unless he declines them, and may be retained by him on discharge. These books will only be replaced at the public expense at intervals of at least ten years.

Presbyterian	New Testament with Metrical Psalms.
Church of England, Wesleyan and United Board	New Testament with Psalms.
Roman Catholic	Douai Testament and Roman Catholic Prayer Book.

(*b*) Bibles and prayer books (and hymn books when the Bibles or prayer books issued do not contain hymns) will be allotted for use in military churches, and also for the use of patients in hospitals, and of young soldiers and children attending regimental schools. These books will be expected to last for ten years.

12.—MISCELLANEOUS

Soldier-Servants and Orderlies

1537. (*a*) The employment of soldiers (when available) as officers' servants and grooms is sanctioned, as an indulgence. They will, in all cases, rejoin their units when the latter, if abroad, are ordered to quit the command, or, if at home, to move out of the United Kingdom.

(*b*) The conditions under which allowances in lieu of soldier-servants may be drawn are laid down in Allowance Regulations, but an officer will

the Act, the transfer or discharge will not be post-dated beyond the termination of the 12 months in order to permit of his being granted a full 14 days' furlough, but he may be granted in lieu thereof a bonus of pay and allowances (including marriage allowance) for 14 days, or for such less number of days as will make, with any number of days' furlough it may have been possible to grant him, 14 days in all.

(*c*) In the case of a soldier serving in the United Kingdom or the Irish Free State who has not returned from service beyond the seas for transfer to the Army Reserve or discharge, or who has not been retained under Section 87 of the Army Act, no furlough may be granted which will extend beyond the date on which his colour service terminates, and no bonus of pay and allowances may be granted in lieu of any number of days' furlough he has not been granted.

(*d*) In the case of a soldier transferred to the Army Reserve no reserve pay will be admissible for the days in respect of which bonus in lieu of furlough is granted.

(*e*) A soldier leaving the colours for any of the following reasons will not be eligible for the grant of such furlough or bonus in lieu:—

(i) A soldier *prematurely* transferred to the Army Reserve.

(ii) A soldier invalided from the service under sub-para. (xvi) of para. 370.

(iii) A soldier discharged before the termination of his engagement under any of the following sub-paras. of para. 370:—

(i), (ii), (iii), (iv), (v), (*a*), (*b*), (*c*), (vi) (*a*), (*b*), (*c*), (vii), (viii), (ix), (*a*), (*b*), (x), (xi), (xii), (xiii), (xiv), (xvii), (xviii) when gratuity is forfeited, (xix) and (xxv).

(*f*) When a soldier granted such furlough leaves his unit the officer c records will despatch to him without delay his Certificate of Service (A.F. B 108), and the soldier will not be required to rejoin his unit for medical inspection, signing of documents, &c., unless for some very exceptional reason.

Sickness when on Furlough

1517. (*a*) A soldier on furlough who requires medical aid must, whenever practicable, report himself sick to the nearest military hospital. When this is not possible, he may apply to a civilian medical practitioner, to whom he will show his furlough paper, on the back of which the necessary instructions are printed. The soldier, when he has employed a civilian medical practitioner, will at once report by letter to his C.O., who will in every such case communicate with the assistant director of medical services of the area in which the soldier is temporarily residing, for arrangements to be made, if necessary and practicable, for the soldier's removal to the nearest military hospital.

(*b*) Claims for medical attendance of soldiers on furlough will be submitted on A.F. O 1667.

1518. When a soldier on furlough is prevented by sickness (which must be duly certified), or by any other unavoidable casualty, from rejoining on the expiration of his furlough, he will repor thimself to the nearest staff officer or to the C.O. of any unit or detachment of the Regular Army,

1540. An officer employed on staff duty in the field, in an acting staff appointment, as superintendent of physical training, under instruction at the Army School of Physical Training, or on any temporary military duty away from his unit, may retain his soldier servant.

1541. The G.O.C.-in-C. or O.C. a garrison overseas may permit a soldier-servant to accompany an officer returning home from abroad on account of severe illness. The arrival at home of a soldier in such circumstances will be reported to the officer i/c records.

1542. An officer joining the Staff College will not be allowed to retain his soldier-servant.

1543. A C.O. may authorize one soldier-servant to attend a regimental officer proceeding on leave of absence not exceeding his usual annual leave, but he will not authorize him to leave the United Kingdom without the sanction of an officer not below the rank of colonel-commandant. A soldier so employed will be shown in the returns as "servant to officer absent," and not as "on furlough."

1544. (*a*) The payment by officers to soldiers employed as their servants or grooms will be 2*s.* 6*d.* a week. Warrant officers, Classes I and II, and squadron or battery quartermaster-serjeants, serjeants, and farriers of the mounted services will pay soldiers employed in looking after their horses and appointments 1*s.* 6*d.* a week. Trumpeters and rank and file who, in particular circumstances, require to have their horses and appointments looked after will pay 1*s.* a week. Staff-serjeants who do not attend mounted parades will not be liable to this charge except when circumstances require them to ride.

(*b*) All other warrant officers and N.C.Os., if permitted by their C.O. to employ a batman, will pay an appropriate rate not exceeding that laid down above.

(*c*) The amount payable in the aggregate to a soldier acting as personal servant, groom, or batman to more than one individual in any of the circumstances enumerated above will not exceed 15*s.* a month.

1545. The number of soldiers employed as orderlies will be the lowest possible. Whenever possible, orderly duties will be carried out by cyclists; if cyclists are not available, mounted or dismounted orderlies may be employed.

Letters

1546. When troops are serving where postage stamps cannot be obtained a soldier should write on the envelopes of his letters a certificate to that effect. Such certificate should be signed by the C.O. The circumstances should at once be reported by the officer in chief command to the Postmaster-General, London, so that the postage actually deficient, instead of the double rate as in ordinary cases of unpaid letters, may be collected from the addressee.

1547. The address on a letter to a soldier should specify his army number, rank, and corps or detachment.

1548. A charge beyond the rate of postage fixed by Act of Parliament will not be made, by any person whatever, against soldiers for the delivery of their letters. At a station where the barracks are within the limits of the free delivery the Postmaster-General delivers letters at the barracks

leave within the station may be granted to such N.C.O. by the C.O. without a pass.

1525. A pass (other than a permanent pass) will not be granted for more than six days: for longer periods a furlough is necessary.

11.—DIVINE SERVICE, CHAPLAINS, RELIGIOUS INSTRUCTION

General Instructions

1526. All officers and other ranks, when not prevented by military duty, will attend divine service, but no officer or soldier will be obliged to attend the service of any religious body other than his own. Soldiers will be marched to and from their places of worship. The officer or N.C.O. in charge should, if possible, be of the same denomination as the soldiers concerned.

1527. The duty of playing troops to church will not interfere with the attendance of a bandsman, drummer, bugler, or piper, at the regular service of his own denomination.

1528. C.Os. will afford facilities for the attendance of officers and soldiers and their families at public worship, including celebrations of Holy Communion.

1529. Should seditious or inflammatory language be made use of during the service in any place of worship not under military control, the senior officer present will use his discretion in withdrawing the troops with as little interruption as possible, and marching them back to their quarters. He will report the circumstances through the G.O.C.-in-C. to the Under-Secretary of State, The War Office.

Chaplains

1530. All officers in command will see that the conduct of the chaplains is such as becomes their office, and, in the case of Church of England, Presbyterian, Wesleyan, and United Board chaplains, will bring to notice any deviations from the mode of conducting public worship as laid down in the "Instructions for the guidance of chaplains ..... in their ministrations to His Majesty's Army."

1531. Chaplains will be treated with the respect due to their rank and profession, and C.Os. will render them every assistance in carrying out their duties.

1532. The senior chaplain of each denomination will arrange the work of the chaplains and officiating chaplains of his denomination in his district or station. He will report any neglect or disobedience of orders to the Under-Secretary of State, The War Office, through the G.O.C.-in-C. The term "senior chaplain" (or its abbreviation "S.C.F.") will not be used without the addition of a suffix indicating the nature of the position in respect of which it is employed. Every chaplain has the right of direct communication on ecclesiastical matters with the recognized head of his denomination.

(vii) When troops quit a station where gardens have been established a claim for compensation will not be allowed as a charge against the public. Transfers of stock, garden implements, &c., will be arranged between relieving units, or the articles otherwise disposed of, if a relief does not take place.

Regimental Benefit Societies

1555. (*a*) All soldiers may subscribe voluntarily to a regimental association, provided that the president and treasurer of the association are commissioned officers on the active or retired list, that the association is of a non-political character, and that the funds are entirely devoted to the assistance of reservists, ex-soldiers, and their families.

(*b*) Regimental charitable funds, *i.e.*, any funds which are supported by the subscriptions of officers alone, and are administered under the authority of the Secretary of State for War, are also allowed.

Patents—Trial of Inventions

1556. An officer or soldier of the regular forces, or a civilian or other person employed under the War Department, is not permitted to take out patents, or to apply for provisional protection for inventions, except under the regulations contained in Appendix XIX.

1557. All inventors suggesting new patterns of military stores or alterations to them are in the first instance to be referred to the War Office. In no case will generals commanding authorize the trial of any invention without first obtaining sanction from the War Office.

Institutes

1558. Particulars relating to the management of institutes, including garrison and station libraries, are contained in Rules for the Conduct of Garrison and Regimental Institutes.

Mechanically-propelled Vehicles

1559. No War Department mechanically-propelled vehicle will be used on any but strictly military duty without the special authority of the G.O.C.-in-C. or G.O.C. of the command.

not employ a European soldier at a station where an allowance is drawn in lieu of servants, except in India or Egypt.

		Number allowed	Units from which detailed
(i) Generals and lieutenant-generals not in receipt of a consolidated rate of pay.		4	From a unit in the command, station, &c., where the officer is serving, or, by special authority, from the corps to which he belongs.
Major-generals, colonels-commandant and colonels on the staff, not in receipt of a consolidated rate of pay.		3	
All general and staff officers who draw consolidated rates of pay, if mounted.		1	
All staff officers who do not draw consolidated rates of pay	Mounted ..	2	
	Dismounted ..	1	
R.E. .. .. R.A.S.C. .. R.A.Ch.D. .. R.A.O.C. .. R.A.V.C. .. R.A.P.C., and A.E.C. ..	Mounted ..	2	From the corps to which he belongs but only men drawing normal rates of pay or tradesmen's rates under Group E may be employed as servants and grooms.
	Dismounted ..	1	In the case of the R.A.Ch.D., R.A.O.C., R.A.V.C., R.A.P.C., and A.E.C., if attached to a unit, from that unit: otherwise from a unit stationed in the command in which the officer is serving.
(ii) Regimental officers	Mounted ..	2	From the unit to which the officer belongs.
	Dismounted ..	1	
(iii) R.A.M.C. and A.D.C. ..	Mounted ..	2	Servant from the officer's corps, if available; groom from another corps. If on field service and attached to a unit, both from that unit.
	Dismounted ..	1	

1538. Soldier-servants will be selected from those who have done duty in the ranks of dismounted corps for one year, or of mounted corps for eighteen months. They will be completely clothed, armed, and equipped; they will mount and perform their share of duty on any guard, or other service, on which the officer to whom they are attached is employed and, when not required to take charge of spare horses, they will be in the ranks at all reviews, inspections and field days. They will go through the annual course of musketry, and are liable to such training as the C.O. may judge necessary. In the cavalry, when the duty men are getting less than four consecutive nights in bed, one soldier-servant only for each officer may be exempted from guard duty and mounted parades.

1539. (*a*) When an officer is removed from one unit to another his servant will not accompany him, but an officer belonging to a unit stationed at home, when ordered to proceed to or from the depot for duty, may be accompanied by his soldier-servant.

(*b*) A mounted officer taking a horse on permanent change of station may be accompanied by his soldier-groom.

—Equipment—Transport—Route, &c. Paragraphs will be numbered and enclosures described in the margin, or in a separate schedule. Unnecessary enclosures will be avoided. The rank and unit or appointment of officers will be added after their signatures. Signatures will be in manuscript and will not be stamped. When a communication has reference to previous correspondence, the registered numbers and dates of such correspondence will be quoted.

1565. When attestations, and any of the documents enumerated in paras. **1616** and **1617**, medical history sheets, company conduct sheets, and other documents connected with the transfer and posting of soldiers, are transmitted between units, record offices, regimental pay offices, and hospitals, signatures on A.F. B 198 or on a forwarding memorandum may be dispensed with. Only the date stamps of the forwarding office and of the receiving office need be placed thereon in verification of the despatch and receipt of the documents.

1566. (*a*) Unless instructions are given to the contrary, replies, remarks, or queries arising out of an original letter or memorandum will be made in the form of minutes. The first minute will follow where the original ends, and the original letter or memorandum and succeeding minutes will be numbered consecutively and will follow one another in chronological order. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them. Each should be distinguished by the number of the minute with the addition of A, B, C, &c., to denote the first, second, third, &c., enclosure to that particular minute.

(*b*) Correspondence addressed to individuals unconnected with the Army will be dealt with as in civil life, and replies will not be sent in minute form.

1567. Correspondence, returns, &c., for the Army Council and War Office will be addressed to the Under-Secretary of State, The War Office. Local correspondence will not ordinarily be forwarded. If the matter cannot be clearly elucidated in the letter, a précis of the local correspondence, bringing out the salient points, will usually suffice. Replies to War Office letters must quote the War Office registered number. All envelopes containing periodical returns will be inscribed "Returns" in the left-hand corner.

1568. When documents (other than periodical returns or statements), plans, or other articles are forwarded to the War Office in a separate parcel, they will be accompanied by a memorandum identifying them with the letter to which they refer.

1569. (*a*) Official communications intended for the War Office will be transmitted through the G.O.C.-in-C. of the command, except as provided in para. **1562**.

(*b*) Envelopes enclosing letters for the G.O.C.-in-C. of a command and for divisional, brigade, or area commanders and their staffs, and for heads of services and departments whose offices are affiliated to the central registry of a command, will be addressed to:—

Headquarters,
Command, Office, &c.,
(Station).

(*c*) Envelopes enclosing letters to military authorities in India will be similarly addressed, except those intended for Army Headquarters;

free of expense if the C.O. prefers that mode of delivery to their being called for at the post office.

1549. A post office letter-carrier will not be detained or required to distribute letters in barracks, but a N.C.O. will be detailed to receive and distribute them and to pay any charges for postage.

1550. At a station where the barracks or camps are beyond the limits of the free delivery the letters will be called for at the Post Office by an orderly N.C.O., who will be provided with funds to pay any charges for postage. The post orderly will take his registered letter book (Army Book 101) with him to the post office, and when no registered letters are handed over to his care he will see that a "nil" entry is made in his book at the post office and that this entry is certified by the signature of the postal clerk and the post office date stamp. This will enable the checking officer to satisfy himself that no schedule of registered letters was issued.

1551. All registered letter books will be retained in the orderly room for eight months from the date of the last entry. In the event of a unit proceeding overseas the registered letter books will be taken with it.

Encampments

1552. Camp colours will be of the colour of the facings of the regiment using them, with the abbreviated title of the regiment upon them, as worn on the shoulder straps.

1553. Instructions as to bivouacs, billets and camps are contained in Field Service Regulations. Troops will not be under canvas in the United Kingdom between 1st October and 30th April without the approval of the G.O.C.-in-C. Every effort will be made to arrange the periodi.al engineer services as so to avoid the vacating of barracks during the non-camping season.

Soldiers' Gardens

1554. Where ground is allotted for cultivation by the troops as gardens, the following conditions will be observed:—

(i) Internal fencing, seeds, &c., will be found by the troops, and the produce will belong to them. A proportion of tools and materials for the external fencing of a regimental garden will be found by the War Department. Manure for garden purposes may be obtained by the troops from military stables, payment at contract rates being made to the contractor for the purchase and removal of stable manure.

(ii) Allotments will be made by units, and subdivided by companies, &c., under the orders of Os.C. units.

(iii) Allotments to individual N.C.Os. and men will not exceed $\frac{1}{12}$th of an acre. Soldiers will provide their own tools and materials for fencing.

(iv) The ground will be rent free.

(v) Transfers of ground from one unit to another will be made through the officer i/c barracks.

(vi) Power to resume possession of the land at any time is reserved to the War Department, without compensation to the occupants.

to the officer i/c supplies, transport, or barracks at the station, for settlement or for submission to higher authority.

(*b*) Demands, indents, and correspondence relating to clothing, equipment, and military stores, where not otherwise provided for, will be addressed to the chief ordnance officer, or deputy assistant director of ordnance services.

(*c*) Correspondence on disallowances concerning the above services will be forwarded to the officer i/c administration.

(*d*) The officer i/c barracks will correspond direct with Os.C. units or detachments on matters relating to the troops under their orders in which the intervention of the O.C. station is not required.

1574. Any application from a regimental officer will be submitted to the C.O. through the adjutant. Any application from a N.C.O. or man will be made to his company, &c., commander, who, if necessary, will lay it before the C.O. of the unit.

1575. Letters not on public service will not be enclosed under official covers, but circulars connected with old comrades' associations may be forwarded to paymasters for transmission with quarterly payments of pension or reserve pay.

Documents and Maps Marked Secret, Confidential, or For Official Use only

1576. (*a*) The utmost care will be exercised at all times in dealing with secret or confidential documents. Their existence is not to be divulged to any person other than those who are directly affected thereby in the performance of their duty. The officer to whom a secret or confidential document is entrusted is personally responsible for its safe custody and for ensuring that its contents are disclosed only to those serving under him whose duties it affects or in accordance with any instructions which may accompany it. The term "document" includes books, pamphlets, letters (however produced) and maps.

(*b*) All secret documents will be marked "Secret," and if reproduced copies will be given serial numbers. Every loose sheet, map, diagram, &c., belonging to or accompanying a secret document will also be marked "Secret" and serially numbered, so that the document or set to which it belongs can be identified.

(*c*) Confidential documents will be marked "Confidential," and if reproduced copies will be given a serial number, except in the case of copies of letters, which may be numbered at the discretion of the originator.

(*d*) Rough work in connection with secret or highly confidential documents will be destroyed by fire under the supervision of the responsible officer.

(*e*) A secret document must not be studied in the presence of a person not entitled to see the document, and such documents must not be left exposed during the absence of the authorized holder. Safes containing secret or confidential documents or articles must be effectively guarded.

(*f*) Documents classed as secret or confidential are not to be referred to in any catalogue which is not itself a document, &c., marked "Secret" or "Confidential".

(*g*) Information contained in a document marked "For Official Use Only" is not to be communicated to the press or to any person not holding an official position in His Majesty's Service.

1587. The following table shows the dates of posting, &c., and the normal procedure to be observed in the case of movements of individual soldiers at home or abroad for the purposes detailed in column 3.

(N.B.—The procedure in the case of transfer between corps is detailed in para. 299.)

Movement of individual soldiers		For what purpose	Procedure	Date from which the vacancy of warrant officer Class II, N.C.O., trumpeter, bugler, drummer, &c., may be filled in previous unit by promotion or appointment provided that such vacancy has not to be filled by cross posting, absorption of surplus, or according to corps roster. (N.B.—For vacancies in the rank of warrant officer Class I, see para. 262.)
From	To			
(1)	(2)	(3)	(4)	(5)
(i) Unit at home.	Unit at home.	Duty ..	Struck off strength of previous unit from a date to be specified by the authority ordering the move and taken on strength of new unit with effect from date following.	Date of absorption in new unit.
(ii) Unit at home, embarking.	Depot or other home service unit.	Left behind on embarkation.	Struck off previous unit from date of its embarkation and absorbed in depot or other home unit under the instructions of the officer i/c records concerned, except in the case of units of the R.A. and infantry for whom instructions will be issued from the War Office.	Date of absorption *in depot or other* home unit. In the case of a unit proceeding to India, the vacancy may be filled from the date of disembarkation in India.
(	Unit [illegible]	Proceeding as an individual or [illegible] of a dr[illegible] du[illegible]	Struck off the strength of the home unit from date of embarkation.*	Date of embarkation.

* A [illegible] units they are to join, by the officer i/c records.

which will be addressed to show the branch of Army Headquarters for which they are intended:—

"His Excellency the Commander-in-Chief,
(Quartermaster-General's Branch),
Army Headquarters, India."

(*d*) To avoid the danger of confusion in the delivery of letters at colonial stations, they should be addressed to—

"Headquarters, Military Command, ————."

(*e*) Abbreviations of addresses not likely to be understood by the post office officials should be avoided.

1570. (*a*) A G.O.C. will himself sign letters intended for higher authority which initiate questions of principle or are otherwise important in their character. An officer i/c administration will sign "for G.O.C.-in-C." all other letters on administrative matters, except those on financial subjects, for which he is personally responsible to the Under-Secretary of State, The War Office.

(*b*) In the absence of the G.O.C.-in-C., urgent letters will be signed for him by the responsible staff officer of the branch concerned.

(*c*) In the absence of both the G.O.C.-in-C. and the officer i/c administration, letters to the War Office on administrative questions will be signed by the senior staff officer present belonging to either the adjutant-general's or the quartermaster-general's department. The G.O.C.-in-C. may, however, specially authorize the head of any department to sign for him letters to the War Office which concern only that department and in no way, directly or indirectly, affect any other branch of the service.

1571. Direct correspondence between general officers, C.Os., and heads of departments will be signed by such officers themselves. The general rule to be observed is that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

1572. (*a*) Correspondence regarding the dress of officers, proposals involving amendment to Clothing Regulations, or changes in the patterns of clothing and necessaries, representations as to the inferior or unsuitable quality of articles supplied, and questions concerning the training and appointment of tailors and shoemakers, will be addressed, through the G.O.C.-in-C. to the Under-Secretary of State, The War Office.

(*b*) Correspondence on the rendering and audit of accounts will be addressed to the local auditor of the command, where there is one. In other cases it will be addressed to the Under-Secretary of State, The War Office.

(*c*) Letters from the D.O.O., Royal Arsenal, Woolwich, and A.D.O.S. (Provision), Grosvenor Road, S.W., will be replied to direct.

(*d*) The O.C. Supply Reserve Depot, Deptford, may correspond with G.Os.C. and heads of departments, on matters concerning or arising out of receipts of supplies at and issues from that depot. Such correspondence will be replied to direct.

1573. (*a*) Demands, indents, and correspondence connected with food, forage, fuel, light, quarters, furniture, or the issue of allowances in lieu, with field, colonial, separation, and office-cleaning allowances, with transport, or with the custody, sanitary condition, appropriation, and equipment of buildings in which troops are quartered, will be addressed

Movement of individual soldiers		For what purpose	Procedure	Date from which the vacancy of warrant officer Class II, N.C.O., trumpeter, bugler, drummer, &c., may be filled in previous unit by promotion or appointment provided that such vacancy has not to be filled by cross-posting, absorption of surplus, or according to corps roster. (N.B.—For vacancies in the rank of warrant officer Class I, see para. 262.)
From	To			
(1)	(2)	(3)	(4)	(5)
(vii) Unit abroad.	United Kingdom.	In charge of sick member of family.	(*a*) If granted furlough by the overseas authorities, retained on the strength of the foreign service unit and returned to it at suitable opportunity. (*b*) If not granted furlough— (i) Warrant officers and N.C.Os. above the rank of serjeant will be returned to their unit abroad at the earliest opportunity. (ii) Other soldiers will be absorbed into the home establishment.	(*a*) No promotion involved. (*b*) (i) No promotion involved. (ii) Date of absorption, but, in the case of N.C.Os., if no vacancy exists in the home establishment a N.C.O. of the same rank will be sent to the unit abroad and the N.C.O. sent home will be absorbed in the vacancy thus created.
(viii) Unit abroad.	Unit at home.	For service with a depot or the T.A. permanent staff.	Struck off strength of unit abroad from date of disembarkation, and in the case of a posting for a tour of duty relieved in that unit under arrangements to be made by the officer i/c records concerned.	(*a*) For procedure in case of permanent posting to infantry or R. Tank Corps depots see para. 324. (*b*) In other cases, no promotion involved.

(*h*) The publication of official documents or their use in personal controversy or for any private purpose without due sanction from superior military authority will be treated as a breach of the Official Secrets Acts, 1911 and 1920.

1577. (*a*) Secret and confidential documents for transmission by post or otherwise outside the office in which they are held will be enclosed in two sealed envelopes, of which the *inner cover only will be marked "Secret" or Confidential". The outer cover will be superscribed with the address only.* Documents under this heading will be registered if sent through the post. When sent by messenger, secret or confidential matter will be entered by the sender in A.B. 431.

(*b*) Receipt of secret and confidential documents will be acknowledged at once.

(*c*) In cases where an acknowledgment of receipt of a secret or confidential document is not received within a reasonable period, steps should at once be taken to ascertain by telegram whether or not it has been received.

(*d*) All envelopes marked "Secret" or "Confidential" will be opened by an officer only.

1578. (*a*) When secret and confidential documents are issued from the War Office for the public service they will be sent to the G.O.C.-in-C., who will be responsible for their safe custody and distribution to those concerned. The Under-Secretary of State, The War Office, will obtain receipts from the G.O.C.-in-C. for the documents sent to him, and the latter will likewise obtain receipts from those to whom he makes the distribution. He will retain such receipts for reference and will furnish to the War Office a list showing how the documents have been distributed. When a secret document becomes obsolete and has to be destroyed, the G.O.C.-in-C. will obtain and forward to the Under-Secretary of State, The War Office, certificates of destruction showing the serial numbers of the copies destroyed. Certificates of destruction of confidential documents will be rendered if requested.

(*b*) Special instructions are issued from time to time regarding the issue and custody of ciphers.

1579. Should the officer responsible for the safe custody of any secret or confidential document lend it to any other officer authorized to be made acquainted with its contents, a receipt will be obtained from the officer to whom it is lent. This receipt will be retained until the book, document or map is returned.

1580. When any deficiency in secret or confidential documents is discovered, a report will *immediately* be made to the G.O.C.-in-C., who will notify the Under-Secretary of State (C.2c), The War Office, institute enquiries, and take such disciplinary steps as the case may demand.

1581. (*a*) On 1st December, or as soon as possible thereafter in each year, the G.O.C.-in-C. will forward to the Under-Secretary of State (C.2c), The War Office, on A.F. A 24, complete lists of the secret documents (other than ciphers) issued from the War Office which are on that date in the possession of all officers, establishments, units, &c., within his command.

(*b*) At the same time the G.O.C.-in-C. will forward to the Under-Secretary of State (M.I. 1B), The War Office, separately on A.F. A 24A, a list of all ciphers and documents relating thereto in the possession of officers, formations, &c., within his command.

Movement of individual soldiers		For what purpose	Procedure	Date from which the vacancy of warrant officer Class II, N.C.O., trumpeter, bugler, drummer, &c., may be filled in previous unit by promotion or appointment provided that such vacancy has not to be filled by cross-posting, absorption of surplus, or according to corps roster. (N.B.—For vacancies in the rank of warrant officer Class I, see para. 262.)
From	To			
(1)	(2)	(3)	(4)	(5)
(xii) Unit abroad.	Home ..	To undergo a course of vocational training.	Warrant officers and N.C.Os. of cavalry, R.A., R. Signals infantry* and R.A.S.C. will remain on the strength of their units abroad. All other soldiers will be posted to a home service unit. *British warrant officers and N.C.Os. serving with the West African Regiment and Bermuda Vol. Rifle Corps will revert to their British corps and be borne on the strength of a home service unit.	Date following that of discharge or transfer to Army Reserve. No promotion involved.
(xiii) Unit abroad (other than India).	Home ..	R.A. and R. Signals:—Serjeants sent home to replace battery or company serjeant-majors, or battery or company quarter-master-serjeants on vocational courses; battery or company serjeant-majors or battery or company quarter master-serjeants sent home to replace regimental quartermaster- serjeants on vocational courses.	Struck off from date of disembarkation. Posted to a service unit at home.	No promotion involved

Movement of individual soldiers		For what purpose	Procedure	Date from which the vacancy of warrant officer Class II, N.C.O., trumpeter, bugler, drummer, &c., may be filled in previous unit by promotion or appointment provided that such vacancy has not to be filled by cross-posting, absorption of surplus, or according to corps roster. (N.B.—For vacancies in the rank of warrant officer Class I, see para. 262.)
From	To			
(1)	(2)	(3)	(4)	(5)
xvii) Household Troops.	Army Reserve.	Service in reserve.	To be shown in monthly reserve return of corps from which passed to reserve.	Date following that of transfer to reserve.
xviii) All Arms.	Civil life	Discharge ..	See paras. 338 *et seq.*	Date following that of discharge.

1588. A deserter will not be struck off the strength until the declaration of the court of inquiry has been made and recorded. Until such time, he will be returned as "absent without leave," although he may have been reported as a deserter.

Casualties (other than on Active Service)

1589. Should an unusual number of deaths or desertions occur in any month, the C.O. will transmit to the Under-Secretary of State, The War Office, through the usual channels, a report stating the causes thereof, the remedial and precautionary measures taken to check any particular malady, or the measures adopted for the apprehension of deserters and for checking desertion, as the case may be.

1590. (*a*) On the death of an officer a written report will be made to the Under-Secretary of State, The War Office, as follows:—

Status of deceased	By whom made
General or staff officer or officer doing extra-regimental duty	General officer under whom deceased was serving.
Regimental or departmental officer ..	C.O.
Officer dying on board ship	O.C. troops on arrival in port.

(*b*) In these reports (which are in addition to entries in returns) the date of decease and particulars thereof will be noted.

Movement of individual soldiers		For what purpose	Procedure	Date from which the vacancy of warrant office Class II, N.C.O., trumpeter, bugler, drummer, &c., may be filled in previous unit by promotion or appointment provided that such vacancy has not to be filled by cross-posting, absorption of surplus, or according to corps roster. (N.B.—For vacancies in the rank of Warrant Officer Class I, see para. 262.)
From	To			
(1)	(2)	(3)	(4)	(5)
(ix) Unit abroad.	Unit at home.	For duty at home see para. 304.	Struck off strength of unit abroad from date of disembarkation and posted to home unit, and relieved in the unit abroad from home, see para. 305.	No promotion is involved.
(x) Unit abroad.	Home ..	Discharge or transfer to Army Reserve immediately or within two months of arrival at home.	Struck off strength of unit abroad from date of disembarkation, and disposed of in accordance with para. 1181 (iv) (*b*). They will be shown on the strength of the home service unit to which despatched but will be held supernumerary to the home establishment until discharged or transferred to Army Reserve.	In India—21 days from date of embarkation, in all other cases, date following that of discharge or transfer to Army Reserve.
(xi) Unit abroad.	Home ..	Discharge or transfer to the Army Reserve of soldiers who have more than two months to serve on arrival home.	Struck off strength of unit abroad from date of disembarkation and disposed of in accordance with para. 1181 (iv) (*c*).	In India—21 days from date of embarkation. In all other cases, date following that of discharge, of transfer to Army Reserve or of absorption in home establishment whichever is the earliest.

patients in any military hospital at home who are on leave from abroad or officers who are unposted, by the O.C. hospital:—

Place where officer or soldier is serving	Nature of casualty and method of notification	
	Serious illness and report of discharge from hospital on recovery	Dangerous illness, subsequent change in condition and ultimate disposal (e.g., discharge from hospital to duty, grant of leave, invaliding, disembarkation from a ship and admission into hospital) or death
Home ..	The next-of-kin, irrespective of place of residence, will be notified *by letter*, in which the nature of illness will be given	The next-of-kin, irrespective of residence, will be notified *by telegram*, in which the nature of illness, cause of death, &c., will be given. A copy of the telegram, containing the address of the next-of-kin, will be sent *by post* to the Under-Secretary of State, The War Office, if in respect of an officer, or to the officer i/c records, if in respect of a soldier.
Abroad ..	The next-of-kin, irrespective of place of residence, will be notified *by letter*, in which the nature of illness will be given	A. *When next-of-kin is resident in the same country in which the dangerous illness or death occurs*— (i) The next-of-kin will be notified *by telegram, in which the nature of illness*, cause of death, &c., will be given. (ii) A similar notification will be sent *by telegram* to the War Office, if in respect of an officer, or to the officer i/c records, if in respect of a soldier. The telegram will indicate whether the next-of-kin has been duly informed or not, and the address of the next-of-kin will invariably be given. B. *When next-of-kin is resident elsewhere than in the country in which the dangerous illness or death occurs*— (i) A notification will be sent *by telegram* to the War Office, if in respect of an officer, or to the officer i/c records, if in respect of a soldier. The telegram will indicate the nature of illness, cause of death, &c., and will contain the address of the next of-kin. (ii) The next-of-kin will be notified *by telegram* from the War Office or the officer i/c records, as the case may be.
On board ship	The next-of-kin, irrespective of place of residence, will be notified at the earliest opportunity *by letter*, in which the nature of illness will be given	The procedure will be as in B (i) and (ii) above.

(*b*) A telegram notifying the dangerous illness of a soldier at home to the next-of-kin, when resident at home, or the death of an officer or soldier at home to the next-of-kin, when resident at home, will be worded as laid down in paras. 316 and 317, Allowance Regulations, 1924. If the next-of-kin is already at the station where the soldier is reported dangerously ill, or where the officer or the soldier dies, such notification may not be despatched to any other person in lieu.

Movement of individual soldiers		For what purpose	Procedure	Date from which the vacancy of warrant officer Class II, N.C.O., trumpeter, bugler, drummer, &c., may be filled in previous unit by promotion or appointment provided that such vacancy has not to be filled by cross-posting, absorption of surplus, or according to corps roster. (N.B.—For vacancies in the rank of warrant officer Class I, see para. 262.)
From	To			
(1)	(2)	(3)	(4)	(5)
(xiv) Unit abroad.	Depot ..	Invalid for discharge.	Struck off strength of unit abroad from date of disembarkation, and shown on strength of depot but held supernumerary to the home establishment until discharged.	Date following that of discharge.
(xv) Unit abroad.	United Kingdom.	Invalid not subsequently discharged.	Struck off strength of unit abroad from date of disembarkation, shown on strength of, and absorbed in a home service unit under the instructions of the officer i/c records concerned.	Date of absorption, but, in the case of a warrant officer II or N.C.O. if no vacancy exists in home establishment a soldier of the same rank will be sent to the unit abroad, and the warrant officer II or N.C.O. invalided will be absorbed in the vacancy thus created.
(xvi) All arms except Household Troops.	Army Reserve.	Service in reserve.	Borne as supernumeraries to the Peace Establishment and accounted for in monthly reserve return of record offices.	Date following that of transfer to reserve.

(*c*) The death of a warrant officer will be reported in a separate letter ɔ the Under-Secretary of State, The War Office,, by his C.O., or, if ccurring on board ship, by the O.C. troops.

(*d*) Immediately after the death of an officer or soldier, except at sea, he O.C. unit to which the deceased officer or soldier belonged or was ıttached or, in the case of patients in the Royal Victoria Hospital, Netley, or the Royal Herbert Hospital, Woolwich, the O.C. hospital will be responsible for rendering direct to the Under-Secretary of State, The War Office, a death report on A.F. B 2090. In the case of an officer, who is unposted or on leave from abroad, whose death occurs in any military hospital at home, the O.C. hospital will be responsible for rendering this report.

(*e*) If an officer or soldier dies on board ship, the O.C. troops will, immediately on arrival at the port of destination, forward A.F. B 2090 direct to the Under-Secretary of State, The War Office.

(*f*) In addition to the reports rendered in accordance with sub-paras. (*a*) to (*e*), if an officer or soldier commits suicide or dies from—

(i) wounds received in action after he has quitted a theatre of war;

(ii) accident;

(iii) illness or injury contracted or incurred in circumstances such that it is considered that his death is attributable to service or such that it is doubtful whether or not his death is so attributable,

a separate report will be rendered through the prescribed channel of correspondence. If an inquest is held it will be so stated and particulars will be furnished as to when, where, and by whom it was held as well as to the verdict given. If available, a newspaper report should be attached. When a court of enquiry has been held under para. **741** (*c*) (i) the proceedings will be attached. The report in the case of a soldier and any proceedings of a court of enquiry will afterwards be forwarded to the officer i/c records to be attached to the deceased soldier's attestation.

(*g*) As soon as the officer i/c records receives notification of the death of a soldier he will forward to the Under-Secretary of State, The War Office, an intimation on A.F. B 104–116, which will be accompanied by the man's will if forthcoming. (*See* para. **1198.**)

(*h*) Independently of the reports referred to in the preceding sub-paras., deaths of officers and soldiers will be reported as directed in para. **1591.**

1591. (*a*) The following instructions will be observed regarding the use of telegrams and letters for notifying illness or death at home and abroad, otherwise than on active service. Telegrams to the War Office, which will be addressed "Troopers, London," and to officers i/c records will be sent in the Government telegraph code when practicable. Such particulars as are necessary to identify an officer or soldier will always be given. Such telegrams and letters will be in addition to the written reports mentioned in paras. **1590** and **1592,** and will be despatched by the O.C. unit to which the officer or soldier belongs, or is attached; by the O.C. troops on board ship, or, in the case of patients in the Royal Victoria Hospital Netley, Royal Herbert Hospital, Woolwich, and

1599. (*a*) A unit abroad, if ordered on active service outside the command, will take with it all its regimental books; but only those books detailed in the tables of regulations, Army Books, &c., to be taken into the field (A.F. L 1398 series) should be taken beyond the base of operations.

(*b*) Mobilization Regulations contain instructions as to the disposal of regimental books by a mobilized unit.

1600. The following books will be kept by companies, &c.:—

(i) Squadron, battery and company book. A.F. B 238. A.B. 73.
(ii) Order book. S.O. Bk. 137 or file of orders, when the latter are printed or otherwise duplicated.
(iii) Conduct book. A guard book containing A.F. B 121.
(iv) Messing-book. A.B. 48.
(v) Pay and mess-sheet. A.F. N 1504 (Parts II and III).
(vi) Cash-book and ledger. A.B. 69.
(vii) Personal clothing disposal-book. A.B. 339.
(viii) Monthly indents for clothing and necessaries—A.Fs. H 1179 and 1181.
(ix) Description of horses, A.B. 92 (only for corps having horses or mules).
(x) Squadron, battery, or company commanders' diary of ammunition expended, A.B. 99.
(xi) Assistant adjutant's diary of ammunition expended, A.B. 100.
(xii) Employment sheet (A.F. B 2066) for soldiers below the rank of colour-serjeant or its equivalent (see para. 1638).

Army Orders, Standing Orders, &c.

1601. The Adjutant-General, the Quartermaster-General and the Master-General of the Ordnance may issue standing orders relating to the R.A., R.E., R. Signals, R.A.S.C., R.A.M.C., R.A.O.C., R.A.V.C., A.D. Corps, and Q.A.I.M.N.S. An O.C. station or body of troops may issue standing orders relating to his command, but all such orders will be subject to regulations issued by Army Orders, and will provide only for such matters as are not provided for in those regulations. The head-note of such standing orders will read:—

"Published under para. **1601**, King's Regulations, 1928."

1602. (*a*) All orders of a unit will be duly signed and posted in suitable places in quarters. In addition, a complete file of unit orders, Part I, will be kept in the orderly room and another in the regimental institute, and will be available for perusal by any officer or soldier. Copies of standing orders, when issued, will invariably be kept in the orderly-room, in the regimental institute and in such other suitable places as the C.O. may direct, and orders so kept shall be deemed to be sufficiently published. It is the duty of every officer and other rank to make himself acquainted with orders so published.

(*b*) Any unit order, except as mentioned below, after a lapse of one year may be removed from the file, but if of a permanent nature it will be entered as a permanent order in a permanent order book (A.B. 127), and, if desired, incorporated in standing orders. Permanent order books will be kept with the files of unit orders as above directed. If the order is permanent only in so far as a unit's present station is concerned, and is unsuitable for entry in the permanent order book (A.B. 127) or for incorporation in standing orders, it will not be removed from the file until the unit has left the station. Such an order will be republished every quarter in unit orders. Orders relating to soldiers' pay and accounts, or to any matter requiring special explanation, will be read over and explained to them immediately after such orders are received.

1607. (*a*) In the equitation register (A.B. 93) officers and men will be entered in three classes, as follows, according to their proficiency:—(i) officers and soldiers proficient in equitation; (ii) officers and soldiers in an intermediate state of proficiency; (iii) officers and soldiers in the early stages of instruction. The horses will be classed in like manner. Classification will be made under the direction of the C.O. and alterations determined by him. He alone will authorize dismissals from attendance at riding drills after personal inspection.

(*b*) In addition to this register a class-roll will be kept in each troop, showing the officers, men, and horses belonging to it, and this roll will be shown at inspections.

1608. A register of certificates of education with dates of award will be kept by the officer i/c records in A.B. 13, 56 or 56B. The particulars necessary for the maintenance of the register will be notified in Part II Orders.

4.—RECORDS

Officers' Services

1609. (*a*) Each officer on appointment to a commission will complete A.F. B 199A, in duplicate, affixing his signature thereto as a certificate that the personal particulars inserted are correct. The original will be forwarded for retention to the personnel branch concerned at the War Office where it will be kept up to date. The duplicate will be retained and kept up to date by the O.C. the unit or establishment on the strength of which the officer is. The officer will initial in the duplicate any alterations in his personal particulars which may be necessary from time to time.

(*b*) A.F. B 199A will not be maintained for officers of or above the rank of substantive colonel, except in the case of the R.A.M.C., A.D. Corps, R.A.O.C., R.A.V.C., R.A.P.C., and R.A.Ch.D. It will not contain any confidential entries.

(*c*) In the case of officers who, in peace, are not on the strength of or affiliated to any unit, viz., those on retired pay and half-pay lists, those of the Regular Army Reserve of Officers, Supplementary Reserve, T.A. Reserve of Officers and T.A. General List, Sections A and B, not affiliated to units, the duplicates will be retained in the War Office with the originals.

(*d*) A.F. B 199A will not be maintained, however, for officers of Section C of the T.A. General List.

(*e*) When an officer is transferred to a new unit or establishment, the duplicate of his record of service will be transferred with him.

(*f*) On an officer dying, retiring, resigning, being relegated to half-pay, or being promoted substantive colonel (except in the case of the R.A.M.C., A.D. Corps, R.A.O.C., R.A.V.C., R.A.P.C. and R.A.Ch.D.) this duplicate A.F. B 199A will be forwarded to the Under-Secretary of State, The War Office.

(*g*) The original A.F. B 199A in the War Office will be kept up to date by means of reports of joinings, departures and other casualties made by unit commanders on A.F. B 151 as they occur. The monthly nominal rolls of officers rendered by all units on A.F. B 158 will act as a check upon these reports.

(*h*) On active service the duplicate A.F. B 199A will be held and kept up to date by the branch of the adjutant-general's staff at the base dealing with officers' records.

subsequently prepared the true name only will be used. The statutory declaration will be preserved with the soldier's original attestation. (*See* para. **1616**).

1613. (*a*) The service of each soldier will be recorded on his original attestation and duplicate attestation. Original and duplicate attestations will be filed in portfolios, in numerical order. When an attestation is taken from the portfolio for any purpose, A.F. B 198 will be prepared and sent with it. This form when returned will be placed in the portfolio instead of the attestation. When the attestation has been returned, A.F. B 198 will be sent to the officer who borrowed the attestation.

(*b*) The officer i/c records will be furnished with the information for keeping these records up to date, the information being published in Part II. Orders as specified in para. **1606**.

1614. Should either the original or duplicate attestation be lost or become so injured as to be useless, a certified copy of the attestation (whether original or duplicate) will be substituted for it. An entry as follows will be made in red ink at the top of the first page of the copy:—

Copy Attestation

"Substituted for (original or duplicate) attestation, in accordance with para. **1614**, King's Regulations, 1928."

.....Signature of C.O.

Station and Date.....

1615. On the final approval of a recruit, his original attestation will be sent to the officer i/c records and the duplicate to his C.O. The latter document will invariably accompany the unit except on active service, when it will be forwarded to the officer i/c records with the documents preserved with it (*see* para. **1617** and also para. **1639**). The original attestations of all soldiers borne as supernumerary on the regimental establishment will remain in the custody of the officer i/c records of the corps to which they belong.

1616. The following documents will be attached to the original attestation, and enclosed with it in A.F. B 104-52:—

(i) Proceedings of court of inquiry on injuries sustained and on men reported missing while on active service.
(ii) Documents of fraudulently enlisted men, and of men improperly re-enlisted while belonging to the Army Reserve, for corps in which they have not been held to serve.
(iii) Authority for special enlistment (A.F. B 203). (Original).
(iv) Compulsory stoppages (A.F. B 282).
(v) Re-engagement paper (A.F. B 136).
(vi) Notice to be given to his C.O. by a soldier who desires to continue in the service beyond 21 years, under Section 85 of the Army Act (A.F. 221).
(vii) Application of a soldier to extend his army service under Section 78 (1) of the Army Act (A.F. B 221).
(viii) Authority for any prolongation of service under Section 87 of the Army Act.
(ix) Declaration of change of name.

of the president and members of the court have been inserted. When the record has been duly made the C.O. will destroy the original proceedings of the court of inquiry (A.F. A 2.) (*See* para. **742.**)

(*b*) The records, or true copies purporting to bear the signature of the officer having the custody of the regimental book in question, will, on the trial of a soldier, be admissible in evidence of the facts therein stated. All copies of declaration which may be required, whether for production in evidence before a court-martial or as vouchers to army accounts, will be prepared on A.F. B 115 from the record in the aforesaid regimental book, and certified as true copies by the officer charged with its custody.

(*c*) Immediately a soldier serving at any station other than in Great Britain and Northern Ireland has been declared illegally absent by a court of inquiry, a certified true copy of the record in A.B. 161, together with certified true copies of his regimental and company conduct sheets, will be sent to the officer i/c records. On the unit quitting the country the following documents will be left with the staff officer at the port of embarkation:—

(i) Certified true copy of record from A.B. 161.

(ii) A.F. B 296 completed as far as possible and signed.

(iii) Certified true copies of regimental and company conduct sheets,

(*d*) When a unit at home embarks for abroad a certified true copy of the record in A.B. 161 will be sent to the officer i/c records.

Statement of Services

1621. Every variation affecting a soldier's service* will be entered in his statement of services as it occurs, or as soon as it is reported in Part II Orders, as follows:—

(1)	(2)
(i) Attainment of the age of 18 years, in the case of soldiers enlisted as boys	The rank (e.g., gunner, driver, private, &c.) and the appointment, if any (e.g., artificer, drummer, bandsman, &c.), will be stated.
(ii) Promotion to, or reduction from, any rank, and appointment to, and relinquishment of, acting or local rank, including such rank granted for extra-regimental employment, and for acting as N.C.O. during a voyage	*See* para. **255.** For procedure in the case of resignation or reversion, *see* para. **272.**
(iii) Grant or deprivation of any appointment, including acting or local lance appointments, and acting appointments which carry pay	Such as lance-corporal, bandsman on the establishment, drummer or bugler, class of orderly in the R.A.M.C., &c.
(iv) Extension of service with the colours	Date of authority, the amount of gratuity (if any) received, and the regulation under which such gratuity was granted, will be stated.

* In calculating service, the extra day (29th February) in a leap year will only be reckoned when it forms part of an uncompleted year.

(1)	(2)
(xviii) Rejoining the colours on mobilization	Will be entered by means of rubber stamps with facsimile signatures of officers i/c records. Only stamps specially issued from the War Office will be used for the purpose.
(xix) India Unattached List	Dates of being attached to and remanded from the unattached list, the rank attained therein, and whether paid by a consolidated salary, will be entered.
(xx) Date and cause of becoming non-effective	In the case of discharges requiring authority superior to that of the O.C. unit the authority will be quoted.
(xxi) Election by a soldier whether he will or will not reckon forfeited service	Record of election will be entered as provided in para. 246
(xxii) Reckoning of former service for pension purposes (*a*) Both as "qualifying service" and "service"	An entry as follows will be made in red ink:— "Former service in regiment allowed to reckon { As 'qualifying service' for pension under Article 1030 (a) (or 1030 (b)), Pay Warrant, 1926, .. years, .. days. As 'service' under Article 1029 (b) (or 1029 (c)), Pay Warrant, 1926 ..... years, ... days."}
(*b*) As "service only'	"Former service in ..... allowed to reckon as 'service' under Article 1029 (*b*), for the grant of pension under Article 1038, Pay Warrant, 1926. .... years, ... days." If ultimately pensioned, forfeits deferred pay for service since re-enlistment under Article 980 (i), Pay Warrant, 1926. (*See* also para. 248.)
(xxiii) Trade Test	Date on which trade test was passed and whether qualified for appointment as Class I, II or III.
(xxiv) Reckoning of former service for increment of pay or military proficiency pay	An entry as follows will be made in red ink :— "Former service in .. allowed to count for increment of pay under Article 863, Pay Warrant, 1926, ... years ..... days." or "Former service in .. allowed to count towards military proficiency pay under Article 942, Pay Warrant, 1926, ... years ..... days."

(x) Documents of re-enlisted men, except duplicate attestations, regimental conduct sheets and medical history sheets which will be kept with the duplicate attestation on later engagement (*see* para. **1617** (vi)).

(xi) Certificates of trade proficiency (A.F. B 197).

(xii) Certified copy of an order promulgating any special act of gallantry or distinguished conduct referred to in para. **1630** (*b*) (xvii).

(xiii) Form of parents' consent to enlistment (A.F. B 5110).

(xiv) Certificate of a soldier's eligibility for the Long Service and Good Conduct Medal, for the award of which he is not recommended by his C.O. or not approved by the G.O.C.-in-C. (*see* paras. **1000** and **1003**).

(xv) Descriptive return of a man desirous of being transferred, posted or attached (including transfer to permanent staff (A.F. B 241).

1617. The following documents will be preserved with the duplicate attestation and enclosed in A.F. B 278:—

(i) Regimental conduct sheet (A.F. B 120), except as stated in para. **1639**(x).

(ii) Active service casualty form (A.F. B 103) of serving soldiers.

(iii) Compulsory stoppages (A.F. B 282).

(iv) A.F. B 64. After transfer to the Army Reserve, or on final discharge, it may be destroyed if no longer required.

(v) Employment sheet (A.F. B 2066) for soldiers of and above the rank of colour-serjeant or its equivalent.*

(vi) Duplicate attestation or certified copy of record of service on A.F. B 200, regimental conduct sheets and medical history sheets for former engagement in the case of re-enlisted men.

(vii) Certified copy of an order promulgating any special act of gallantry or distinguished conduct referred to in para. **1630** (*b*) (xvii).

(viii) Authority for special enlistment (A.F. B 203). (Duplicate.)

(ix) Certificate of a soldier's eligibility for the Long Service and Good Conduct Medal for the award of which he is not recommended by his C.O. or not approved by the G.O.C.-in-C. (*See* paras. **1000** and **1003**.)

1618. After the re-engagement of a soldier has been approved, his duplicate attestation paper (if he is serving at home) or a certified copy on A.F. B 200 (if he is serving abroad), will be sent to the officer i/c records, who will compare the entries with those in the original attestation paper, and will return the former document to the O.C. unit with his remarks. (*See* paras. **231** to **235**.)

1619. Any alterations recorded in the soldier's service and pay book (A.B. 64, Part I) regarding his next-of-kin will be entered on his duplicate attestation and notified to the officer i/c records in Part II Orders.

Declaration of Courts of Inquiry into Illegal Absence

1620. (*a*) A record of the declaration of a court of inquiry held to record the illegal absence of a soldier will be entered by the C.O. in a regimental book (A.B. 161) kept exclusively for this purpose. This will be vouched by the C.O.'s signature, after the rank, name and [illegible]

* The employment sheet (A.F. B 2066) for soldiers below the rank of colour-serjeant is kept with the company, &c., conduct sheet (*see* para. [illegible]).

(*d*) If while a soldier is on furlough or undergoing a course of instruction at home his unit quits the Indian establishment his service is reckoned as Indian only up to and including the day preceding that on which his unit is transferred from the Indian establishment.

(*e*) The service of a soldier transferred to the British establishment while on furlough or undergoing a course of instruction, whose unit remains in India, is reckoned as Indian only up to and including the date preceding date of transfer.

(*f*) Periods of furlough from abroad, whether special or ordinary, and periods of attendance of soldiers from abroad at classes of instruction will not be shown in the body of the military history sheet, but by means of red ink notes at the side.

(*g*) In recording the service of a European soldier on the West Coast of Africa, the periods occupied by the voyage to or from the coast will be shown separately from the time actually at any of the West African stations.

1624. The service of a man on the India Unattached List who comes home on furlough or for discharge will, during the period of furlough or up to the date of discharge, be shown as Indian service.

1625. (*a*) Any special act of gallantry or distinguished conduct, referred to in para. **1630** (*b*) (xvii), will be entered by means of a reference to the number and date of the order in which the act was promulgated, and will be reported in Part II Orders in the words of the superior order. Certified copies will be attached to both the original and duplicate attestations.

(*b*) Officers i/c records will cause any such entries to be copied into A. B. 358 for permanent record.

Medical History Sheets

1626. (*a*) Medical history sheets will be kept in the medical inspection room, or where there is no inspection room they will be kept in the military hospital.

(*b*) The following entries in medical history sheets will be made by Os.C. units or depots:—Army numbers, dates and places of enlistment; transfers to other corps, and dates of arrival at and departure from stations, and of embarkation in, or disembarkation from, troopships or transports; records of courts of inquiry on injuries. The sheets when obtained for this purpose will be returned to the medical inspection room, or hospital, after the required entries have been made. When a unit leaves a station the O.C. will obtain the medical history sheets from the medical inspection room, or military hospital.

(*c*) In the record of discharge from the Army the signature of an officer may be dispensed with.

Dental Treatment Cards

1627. (*a*) Dental treatment cards (A.F. I 5033) will be kept at the dental centre at which the soldier attends for inspection and treatment.

(*b*) On the transfer of a soldier to another station the O.C. unit will obtain the dental treatment card from the dental officer and place it with the soldier's other documents. On the soldier's arrival at the new station

(1)	(2)
(v) Re-engagement	Entry will be made thus :— "re-engaged for the Regiment, at , on for such term as shall complete 21 years' service." The date of re-engagement will be that of approval by the competent military authority.
(vi) Continuance in the service beyond 21 years	Date of authority will be quoted.
(vii) Conviction by civil power of an offence committed before enlistment—if absent from duty in consequence of the sentence.	An entry will be made explaining absence from duty.
(viii) Every conviction by court-martial or civil power, whether the soldier is with the colours or in the reserve	Entry will be made immediately after promulgation, or receipt of certificate of conviction by civil power, except as provided in para. 1630 (*b*) (iii).
(ix) Dispensation from trial (fraudulent enlistment or desertion)	Entry will be made giving authority and date of dispensation, and recording that service reckons from ..... (date of dispensation).
(x) Every mitigation, commutation or remission of a sentence awarded, whether by a C.O. or court-martial	Date and authority will be quoted.
(xi) Suspension of sentences under Section 57A, Army Act.	An entry will be made giving date on which, and authority by whom, suspension was ordered. If the sentence is subsequently put into execution or remitted, a further entry will be made to this effect, stating the date and authority.
(xii) Absence without leave exceeding five days and detention awarded by C.O. exceeding seven days.	Entry will be made immediately after disposal of case.
(xiii) Transfer to other corps or to the reserve	Date and authority will be quoted.
(xiv) Posting to another unit of the same corps	——
(xv) Alteration of terms of service in consequence of transfer under Section 83 (3), Army Act.	Will be entered thus :— "Transferred to on , and conditions of service altered to years with the colours, and years with the reserve." Authority will be quoted.
(xvi) Re-transfer from reserve to the colours	The date of the re-transfer and the authority will be quoted in accordance with para. 487
(xvii) Transfer for service under a colonial government	The date of transfer and the number and date of letter authorizing it, will be quoted.

(*c*) Procedure similar to that under the preceding sub-paragraph will be followed in regard to the summary disposal, under Section 47 (2) of the Army Act, of an officer of the Royal Air Force seconded, lent or attached to the Army (*see* para. **557**).

(*d*) Regimental conduct sheets of warrant officers will be maintained as confidential documents and will be used only for recording convictions by courts-martial or by civil courts, punishments under Section 47 (2) of the Army Act, and reversion or reduction from warrant rank for an offence but not for inefficiency.

2.—*N.C.Os. and Men*

1630. (*a*) A regimental conduct sheet (A.F. B 120), will be prepared and maintained for every soldier. The regimental conduct sheets of N.C.Os. of the rank of colour-sergeant or its equivalent will be kept as confidential documents; those of other N.C.Os. and men will be kept with their other documents in A.F. B 278.

(*b*) Entries will be made in regimental conduct sheets as follows:—

(i) *Every conviction by court-martial,* whether the sentence is wholly remitted or not. No entry will be made of any charge where a finding of "not guilty" has been recorded.

The statement of the charge as set forth in Appendix I, Rules of Procedure, will be entered. Where the statement does not disclose the full nature of an offence, such as charges under Sections 11 and 40 of the Army Act, the purport of the particulars will be added, thus:—

"Neglecting to obey garrison orders—bathing in the river at a prohibited hour"; or,

"Conduct to the prejudice of good order and military discipline —alcoholism."

When the charge is under Section 19, and the particulars show that the offence was committed when on duty or after having been warned for duty, the entry in conduct sheet should be—

"Drunkenness—on duty" or

"Drunkenness—having been warned for duty."

The original sentence, together with any alteration or revision or variation by the confirming officer, will be recorded in the column "Punishment awarded."

The date of the original sentence will be recorded in the column "Date of award," with the word "confirmed," and the date of confirmation immediately below it.

A finding of "guilty" need not be entered, but where the accused is found guilty of a cognate charge or the finding has been altered on revision, such alteration will be recorded in the column "Punishment awarded."

When the record of a court-martial is ordered to be removed, the entry will be erased, and the authority quoted.

(ii) *Every case of desertion or fraudulent enlistment in which trial has been dispensed with.*

The authority and the date of the order will be entered.

(iii) *Every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction.*

When the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the C.O. may, if he thinks that a regimental entry of a conviction should not be

(xv) *Every conviction under Section* 6, *Reserve Forces Act,* 1882, *of a man enrolled in the Army Reserve.*

(xvi) *Every case of admission to hospital on account of alcoholism* (duly certified by a medical officer), whether it has been dealt with as an offence or not, will be entered in red ink, unless the soldier has been tried on a charge based upon the same facts and acquitted.

(xvii) *Any special act of gallantry or distinguished conduct* by the soldier which has been brought to notice in brigade or superior orders, or in despatches. These entries will be made in red ink right across the sheet.

(xviii) *Every suspension of a sentence under Section* 57A *of the Army Act.* The entry will be made in "Remarks" column, showing the date on which, and the authority by whom, the suspension was ordered. If the sentence is subsequently put into execution or remitted, a further entry will be made in the same column to this effect, stating the date and authority.

(xix) *Every remission, commutation, or mitigation of a sentence* by a reviewing authority, whether such sentence was awarded by a court-martial or otherwise, will be entered in the "Remarks" column, date and the authority being quoted.

(xx) *Every case of assistance by blood transfusion or skin grafting.*—* Any case in which the soldier, under the supervision of the regulated medical authority, acts as a donor in connection with transfusion of blood, or volunteers for and undergoes an operation for skin grafting.

The entries in these cases will be made in red ink right across the sheet.

1631. (*a*) Each entry will be initialled by the C.O. or adjutant in the column for "Remarks." The signature in full will be appended to court-martial entries.

(*b*) Vague entries, such as "improper conduct," will be avoided.

(*c*) The following abbreviations will be used:—

Confinement to barracks—C.B. Imprisonment with hard labour—Impt. H.L. Detention—Detn. Penal Servitude—P.S. Deprived of lance stripe—Depd. Lce. Stripe.

(*d*) Forfeiture of pay or good conduct badge will be noted under the heading of "Remarks," as:—

Forfeits.....days' pay; or, Forfeits.....G.C. Badge.

1632. If a regimental conduct sheet is lost, the C.O. will assemble a court of inquiry to investigate the circumstances and obtain evidence as to the entries contained in the lost sheet. The C.O. will then cause a new sheet to be drawn up and substituted for the lost sheet, an entry in red ink, "Substituted for original, lost," with date and C.Os. signature, being made in front of number of sheet.

1633. (*a*) The officer i/c records will record in regimental conduct sheets any relevant entries contained in field offence reports (A.F. B 2069), which will be transmitted periodically to record offices from the adjutant-general's office at the base.

(*b*) At the conclusion of a campaign, or when the soldier returns home or dies, the officer i/c records will compare regimental conduct sheets with field conduct sheets (*see* para. **1637**), and will dispose of the former as follows:—

(i) If the soldier is posted to a unit at home he will send it to the new C.O.

* In these cases a special furlough, not exceeding 21 days, may be granted to the soldier by his C.O. (*See* para. **1514**.)

the dental treatment card will be sent to the dental officer responsible for the dental treatment of the troops at that station; or, where there is no dental officer appointed for the purpose, it will be attached to the soldier's medical history sheet.

(*c*) On the transfer of a soldier to the Army Reserve the O.C. unit will attach the dental treatment card to the soldier's other documents, and on his final discharge from the reserve the card will be destroyed.

(*d*) On promotion to commissioned rank, discharge, desertion or death of a soldier, the O.C. unit will send the soldier's medical history sheet to the dental officer, who will complete Table VIII of that sheet and return it. The dental treatment card will then be destroyed.

Guard Reports

1628. (*a*) Guard reports (A.F. B 160) and minor offence reports (A.F. B 281), showing the disposal of accused soldiers by C.Os., and by company, &c., commanders, respectively, will be preserved in original. Guard reports will be pasted daily into a guard book (A.B. 22).

(*b*) Brigade commanders, at their annual inspections, will compare the guard and minor offence reports with the entries in the conduct sheets, and may then authorize the destruction of the reports, which will not, however, be carried out till one year has elapsed from the date of the last report.

Regimental Conduct Sheets

1.—*Officers and Warrant Officers*

1629. (*a*) Regimental conduct sheets (A.F. B 120) will be kept, as confidential documents, in every unit and corps for officers therein serving who have been convicted by court-martial, or awarded a summary punishment under Section 47 (2) of the Army Act. Entries will be made as detailed in para. **1630.** If an officer who has been convicted by court-martial, or awarded a summary punishment under Section 47 (2) of the Army Act, exchanges or is transferred or posted to another unit or corps, the sheet will be sent to his new C.O.; if he is placed on half-pay it will be sent to the Under-Secretary of State, The War Office.

(*b*) Every case in which an officer has been awarded a summary punishment under Section 47 (2) of the Army Act will be reported to the Under-Secretary of State, The War Office, by the C.O. through the usual channels on a certified true copy of A.F. B 120 (in duplicate), together with a statement thereon showing the period which the officer passed in arrest. Where the officer consented in writing, after reading a summary or abstract of the evidence, to the case being dealt with summarily without oral hearing of the evidence, a certified true copy of the written consent will be attached to each copy of A.F. B 120 forwarded to the Under-Secretary of State, The War Office. The statement of the offence which is entered in column 5 of A.F. B 120 will be followed by a statement of the particulars of the act, neglect or omission constituting the offence, as detailed in para. **1630.** Where any punishment inflicted upon an officer under Section 47 of the Army Act has subsequently been cancelled, varied or remitted by a superior officer under Rule 10, Rules of Procedure 1926, a notification to this effect will be forwarded by the C.O. through the usual channels to the Under-Secretary of State, The War Office.

(*b*) The company conduct sheet of a soldier will be destroyed on his discharge. A record of such entries as are referred to in sub-para. (*g*) will, however, be made on a fresh A.F. B 121, and placed with the discharge documents. Such entries and entries in the regimental conduct sheet will alone be taken into account in assessing a soldier's character. If there are no such entries, the fact will be noted on the regimental conduct sheet in red ink.

(*c*) A soldier's company conduct sheet will also, if containing any entries, be destroyed and a blank one substituted:—

(i) By the O.C. the unit to which he is first posted after the completion of his recruit's training or on completion of six months from the date of his attestation, whichever may occur first.

(ii) After every continuous period of two years, during which he shall not have incurred an entry in his company sheet.

(iii) On his attaining the rank of serjeant.

(iv) On his transfer to the reserve.

(*d*) When a new sheet is taken into use, an entry showing the date on which the old sheet is destroyed, date of last entry,* number of cases of drunkenness, and date of last instance will be made in the columns provided, and initialled by the company, &c., commander.

(*e*) The records of any previous destruction will be maintained on successive sheets. Any annulment (for purposes of assessment of character only) as required by proviso (*b*) to para. **403** will be similarly recorded.

(*f*) Before a company conduct sheet is destroyed the heading on the new sheet will be compared with that on the old one. The entries in the regimental sheets will be checked and completed.

(*g*) Entries in company conduct sheets of deprivation of lance stripe or severe reprimand of N.C.Os., of admission to hospitals for alcoholism, and of cases of drunkenness, which under the regulations in force at the time were not reckoned as regimental entries, will not be transferred to the regimental conduct sheets. They will be copied into successive new company conduct sheets, and will be taken into account in the assessment of the soldier's character as contemplated in paras. **401** and **402**.

1636. When a soldier proceeds on active service his company conduct sheet will be forwarded with his other documents to the officer i/c records concerned. At the conclusion of the campaign, or when the soldier returns home and is posted to a unit at home, the officer i/c records will forward his company conduct sheet to his C.O., who will complete it from the entries contained in the field conduct sheet (*see* para. **1637**) unless the soldier has fulfilled the conditions of para. **1635** (*c*) (ii) or (iii), in which case he will prepare a new company conduct sheet. If the soldier is dead, or if he has been discharged or transferred to the Army Reserve, the officer i/c records will destroy the sheet.

Field Conduct Sheets

1637. (*a*) A field conduct sheet (A.F. B 122) will be prepared in peace for every soldier serving with the colours and for every man serving in the Army Reserve. The sheets of warrant officers and of N.C.Os. of or above the rank of colour-serjeant or its equivalent, serving with the

* The date to be entered will be the date of award, or, in the case of imprisonment or detention, the date of return to duty.

can possibly be of assistance in assessing his capabilities and qualifications should be recorded thereon as it occurs. For this reason the trade qualifications of a soldier in a technical corps, together with any improvement or deterioration of qualifications, the extent to which the soldier has been employed at his trade, and the manner in which he has carried out his work, will be recorded. The period during which a soldier has been under instruction in a special military subject, or under special educational training, and the period of his employment in any form of technical work, or in any work additional to his actual military training (such as officer's servant, cook, &c.), the extent to which he has been so employed, and the manner in which he has carried out his work, will also be recorded.

(*f*) The capabilities and qualifications of each soldier will be summed up and recorded on the employment sheet annually, before 1st October, and whenever a soldier is posted to another unit or transferred to another corps, except in the case of a recruit posted from a depot to a unit. In the case of a soldier employed on the staff of a unit, such record will be made by the officer under whom he is employed, in the case of a soldier present with his unit by the company, &c., commander, and in the case of a soldier away from his unit by the officer under whom he is employed.

(*g*) This summary will indicate the soldier's merits, and if necessary his defects, under such heads as industry, energy, cleanliness, trustworthiness, intelligence, initiative, self-reliance, capacity for continuous hard work, educational standard, &c. Special mention will be made of any trade or occupation which is likely to be of use to the soldier in civil life.

(*h*) In recording opinions on A.F. B 2066 it should be borne in mind that purely military offences are taken into account in assessing a soldier's military conduct, and it is therefore unnecessary to refer to them in the employment sheet unless such offences had a direct bearing on the soldier's qualification for civil employment. Even in the latter case it will usually be unnecessary to specify the actual offence but sufficient to indicate the lack of some particular qualification.

(*i*) The employment sheet is primarily intended as a record of qualifications likely to assist the soldier to secure employment. The noting of shortcomings, unless of such a nature as to necessitate a warning to prospective employers, should seldom be necessary.

(*j*) Entries on A.F. B 2066 such as "Nothing to add," "Same as above" or mere reiterations of previous entries must not be made.

(*k*) When the assessing officer has not sufficient personal knowledge completely to summarize the record of a soldier who has not been wholly employed under him, he will consult an officer who can be of assistance.

(*l*) Whenever an employment sheet is summarized a red line will be drawn below the summary.

(*m*) After each summary is completed it will be read to the soldier, who, if dissatisfied, will be given an opportunity of appealing to his commanding officer. The opportunity thus offered will be used to warn a soldier who is deteriorating of the serious consequences which unfavourable entries will have on his prospects after leaving the colours.

(*n*) When a soldier is transferred to the reserve or discharged, his employment sheet will be forwarded with his other documents to the officer i/c records for retention.

(ii) If the soldier is discharged or transferred to the Army Reserve he will file it with the duplicate attestation.

(iii) If the soldier dies it will be retained temporarily if required in connection with a recommendation for the award of the medal for long service and good conduct or for purposes of reference in connection with a claim to pension by dependants.

Company Conduct Sheets

1634. (*a*) A company conduct sheet (A.F. B 121) for each soldier under the rank of colour-serjeant, or its equivalent, will be kept in a guard book and will be retained in the custody of the company, &c., commander, under lock and key. The guard book will also contain a specimen conduct sheet for guidance in making entries.

(*b*) An entry will be made in the company conduct sheet of every award of punishment against the soldier, by whomsoever made, except that offences exempt from insertion under para. **1630** (*b*) (iii) and (iv), or under rule (iv) below, will not be entered.

(*c*) The following rules for keeping company conduct sheets will also be observed:—(i) The heading of each sheet will be filled in. (ii) The same rules will be observed as are laid down for regimental conduct sheets in paras. **1630** and **1631.** (iii) The officer who makes an entry will initial it in the last column. (iv) The company, &c., commander will record therein every offence committed by soldiers, for which punishment has been awarded, except offences (other than drunkenness, or those involving forfeiture of pay under the Pay Warrant) for which confinement to barracks for one day, or its equivalent punishment on board ship, or one extra guard or piquet has been awarded. Admonition will not be entered except in cases of drunkenness and in those involving forfeiture of pay under the Pay Warrant. Deductions from pay awarded by a C.O. under Section 138 (4), Army Act, if unaccompanied by any other authorized punishment, will not be entered. (v) Every act of drunkenness committed by a soldier will be entered in black ink, and numbered consecutively, in red ink, in the column set apart for that purpose. (vi) Every case of admission to hospital on account of alcoholism duly certified by a medical officer, whether it has been dealt with as an offence or not, will be entered in red ink unless the soldier has been tried on a charge based on the same facts and acquitted. (vii) The entries directed to be made in regimental conduct sheets by para. **1630** (sub-paras. (*b*) (xviii) and (xix)) will also be made in company conduct sheets. (viii) All entries in company conduct sheets will be compared frequently by the C.O., or an officer deputed by him, with the awards recorded in the guard reports and minor punishment reports.

(*d*) In the case of a sheet being lost, the procedure in para. **1632** will be followed.

1635. (*a*) On promotion to the rank of colour-serjeant, its equivalent or any higher rank, any entries in the company conduct sheet such as those mentioned in sub. para. (*g*), will, for purposes of assessment of character, application for good conduct medal, &c., be transferred to the regimental conduct sheet in red ink, with a note that these entries do not count as regimental entries. If there are no such entries to be transferred, the fact will be noted on the regimental conduct sheet in red ink. The company conduct sheet will then be destroyed.

A Nature of Casualty	B Original attestation	C Duplicate attestation	D Conduct sheets, copies of conviction by civil power, and documents attached to the duplicate attestation
(iv) (a) Recruit absconding prior to final approval	Will be retained by the officer carrying out discharge for one year after date of discharge and then destroyed	Will be destroyed ..	There are none.
(b) Attested recruit discharged before final approval	Will be retained by the officer carrying out discharge for one year and then destroyed	Will be destroyed ..	There are none.
On transfer to another corps	Will be forwarded to the officer i/c records of the new corps	Will be forwarded to the man's new C.O.	As in C (v).
) On posting to another portion of the same corps	Will remain in the custody of the officer i/c records	Will be forwarded to the man's new C.O.	As in C (vi).
i) Transfer to Army Reserve, All corps	Will remain in the custody of the officer i/c records	Will be forwarded to the officer i/c records.	As in C (vii).
ii) On removal of an armourer or armament-artificer to another unit or station	Will remain in the custody of the officer i/c records	Will be forwarded to the man's new C.O.	As in C (viii).
On appointment to the India Unattached List	Will remain in the custody of the officer i/c records of the corps to which the soldier belongs	(a) Will be forwarded to and be retained in the custody of the head of the department in India concerned or of any other officer under whom the soldier is serving, except in the case of the Supply and Transport Corps. (b) The officers in (a) will be responsible for the maintenance of the documents, and for communicating to officers i/c records concerned all changes necessitating an entry in the soldier's original attestation paper.	Will accompany the duplicate attestation, except as in C (ix).

(c) The documents of soldiers serving with the Supply and Transport Corps, India Unattached List, will be maintained as follows:—

(i) By the Officer i/c Supply and Transport Corps Records:—
Duplicate attestation paper.

(ii) By the officer under whom the N.C.O. is serving:—
Regimental conduct sheet (A.F. B 120).
Company or squadron sheet (A.F. B 121).
Medical history sheet (A.F. B 178).
Employment sheet (A.F. B 2066).

The Officer i/c Supply and Transport Corps Records will be responsible for carrying out the duties in (b).

colours, will be held by the headquarters of the unit, and the sheets of all other soldiers serving with the colours by company, &c., commanders, the heading being completed as regards army number, name, corps and date of enlistment. Those for men serving in the Army Reserve will be held by the O.C. place of joining. The field conduct sheet will be taken into use and the other items of the heading will be completed on mobilization.

(*b*) The rules for keeping company conduct sheets will apply, except that, in the case of warrant officers, convictions by court-martial only and, in the case of N.C.Os. above the rank of colour-serjeant or its equivalent, regimental entries only will be recorded.

(*c*) If a soldier, whilst in the field, is transferred to another corps or is posted to another unit, his field conduct sheet will be sent to his new C.O. If he returns home or dies, it will be forwarded to the officer i/c records for disposal.

(*d*) When a soldier who returns home is posted to a unit at home, the officer i/c records will compare his field conduct sheet with his regimental conduct sheet, will complete both documents if necessary and will despatch them, together with the company conduct sheet, to the soldier's new C.O. (*See* paras. **1633** and **1636**.)

(*e*) If the soldier is dead or has been discharged or transferred to the Army Reserve, the officer i/c records will compare the field conduct sheet with the regimental sheet, will complete the latter, if necessary, and will destroy the former.

(*f*) If required, field conduct sheets will be prepared on active service for officers. In such cases the procedure prescribed in para. **1629** will be followed.

(*g*) Field conduct sheets for soldiers serving in the Army Reserve will be maintained in time of peace at places of joining.

Employment Sheet

1638. (*a*) An employment sheet (A.F. B 2066) will be maintained for every soldier of the Regular Army.

(*b*) In the case of a soldier of, and above, the rank of colour-serjeant, or its equivalent, the employment sheet will be kept with the regimental conduct sheet, and in the case of a soldier below the rank of colour-serjeant, or its equivalent, with the company, &c., conduct sheet.

(*c*) An employment sheet will not accompany a soldier undergoing a course of instruction, the result of which will be recorded thereon by the soldier's unit commander, except in the case of soldiers who undergo training at an army vocational training centre, when their employment sheets will accompany them to the centre and on completion of the course the record of such training will be made by the commandant.

(*d*) The employment sheet will form a history to show the capabilities and qualifications of a soldier for employment in civil life.

(*e*) As the employment sheet is to be referred to by the officer in assessing, in testimonial form, the soldier's character when he leaves the colours (*see* para. **401**), it is important that anything concerning the soldier which

(vi) R. Tank Corps (including armoured car companies) .. .. By the O.C. battalion or other formation.

(vii) Other corps or departments .. .. By the officer i/c records.

(*b*) When a unit is on active service, the particulars contained in the war diary will take the place of the historical record for the period covered by the diary.

1641. This record should contain the following particulars relating to the corps, unit or department:—

(i) The circumstances of its original formation.

(ii) Any unusual means by which it has been recruited.

(iii) The stations at which it has been employed, and the date of its arrival at and departures from such stations.

(iv) The military operations, together with dates, in which it has been engaged.

(v) The names of all officers killed or wounded, and the name of any officer or soldier who has specially distinguished himself in action.

(vi) The badges and devices it has been permitted to bear and the reason for which such marks of distinction were granted, with the date and authority.

(vii) Alterations in the clothing, arms, accoutrements, colours, or horse furniture, with date and authority.

(viii) Any other important matter relating to its regimental administration, such as changes in peace establishments and terms of service, alteration of designation, &c., with the date and authority.

(ix) Drafts received and despatched, their strength, dates of arrival or departure, and names of the officers who accompanied them. Drafts numerically weaker than an officer's party should not be specified separately.

(x) Any other matter which may be considered of historical importance.

1642. (*a*) Except when a unit is on active service, a copy of any additions made to the record will be supplied annually on 1st April by the Os.C. referred to in para. **1640** to the officer i/c records, who will file it in a guard book. The records of each unit will be filed separately.

(*b*) On the return of a unit from active service, the O.C. will render two historical reports to the officer i/c records concerned—

(*a*) From date of last annual report to date of commencement of war diary.

(*b*) From date of discontinuing war diary to 1st April following.

(*c*) The officer i/c records will add any further information which he may consider desirable and will, in the case of cavalry, R.A., R.E., and infantry, send a copy of such additions to the Os.C. concerned.

1643. C.Os. are invited to send copies of all historical records and regimental magazines and newspapers which may be printed privately to the principal librarian of the British Museum, and the librarian, The War Office.

1649. (*a*) Any case of adoption by a soldier under the Adoption of Children Act, 1926, or of adoption of a soldier's child under the Act will be reported at once to the company, &c., commander by the soldier concerned, who will furnish at the same time a certified copy of the adoption order or of the adoption entry in the Registrar-General's register.

(*b*) These certified copies will be passed to the officer i/c records and pay office concerned for notation and return to the soldier. Any case in which an interim order is made affecting a soldier will similarly be reported by him.

1650. When the child of a soldier is baptized, the father will obtain from the officiating clergyman a copy of the baptismal certificate which he will take to his company, &c., commander, for action as laid down in para. **1648.** A baptismal record may be of great importance as legal evidence in the absence of a birth certificate* and may further afford the soldier means of supporting the claims of his legitimate children to the benefits to be obtained from any public institutions formed for the relief of the wives and children of soldiers. For this reason A.B. 236 will be permanently preserved with the records of the church at which the baptism takes place.

Civil Registration of Births and Deaths at Home

1651. (*a*) Births and deaths among troops at home will be notified, as soon as possible after the event, to the local registrar, for registration.

(*b*) Every married officer and soldier will be personally responsible for notifying to the registrar births and deaths which occur in his family.

(*c*) The death of an officer or soldier serving at home will be notified to the registrar by the commanding or other officer under whom the deceased was serving.

(*d*) The notification should furnish the following particulars:—

Birth.—The date and place of birth; sex; name, if any; corps, name, surname, rank and profession of father; name and maiden name of mother.

Death.—The date, place, and cause of death; corps; name; surname; sex; age; rank and profession.

Instructions regarding Marriages, Births and Deaths Abroad†

1652. (*a*) Registers of—

(i) Births (A.B. 112) in the families of officers and soldiers;

(ii) Marriages (A.B. 113) of officers and soldiers;

(iii) Deaths (A.B. 114) among officers and soldiers and their families—

will be kept by the officers detailed in para. **1598.** Every married officer and soldier will be personally responsible for notifying to the officer charged with the duty of registration such particulars of births and deaths occurring in his family as will enable the records to be kept with completeness and accuracy. The officers detailed in para. **1598** will maintain the registers in strict accordance with the instructions issued for their guidance and printed in each of the registers. The nationality—"English" "Scotch," "Irish (North)" or "Irish (Free State)"—of the subject of

* If a birth certificate is lost a fresh one can be obtained on payment of the usual fees on application to the local registrar, or the Registrar-General in England, Scotland, Northern Ireland, or Irish Free State as the case may be.

† In India, further instructions as to registration are given in Army Regulations, India, Volume II.

A Nature of Casualty	B Original attestation	C Duplicate attestation	D Conduct sheets, copies of conviction by civil power, and documents attached to the duplicate attestation
(x) On remand from the India Unattached List	Will remain in the custody of the officer i/c records of the corps to which the soldier belongs	Will be forwarded to the O.C. the unit of the corps which the soldier rejoins on remand (*see* para. **291**).	Will accompany the duplicate attestation.
(xi) Promotion to warrant rank	Will remain in the custody of the officer i/c records unless promoted to be a sub - conductor on the India Unattached List, when it will be sent direct to the officer in possession of the duplicate attestation	If promoted in the same unit, will remain in the custody of the O.C.; if in another unit will be sent to the new C.O. If promoted to be a serjeant-major or sub-conductor on the India Unattached List, will remain in the custody of the head of the department or other responsible officer (*see* sub-para. ix)	Will be attached to the duplicate attestation and kept as confidential documents.
(xii) Promotion to commissioned rank	As in B (i)	Will be forwarded, with documents attached thereto, and his medical history sheet, to the officer i/c records for transmission to the Under Secretary of State, The War Office, for custody	As in C (xii).
(xiii) Discharge on being granted a commission	As in B (i)	Will be forwarded with the documents on discharge to the officer i/c records for transmission to the Under Secretary of State, The War Office, for custody except when eligible for a service pension, when C (iii) will apply	As in C (xiii).

Medical history sheets, except in cases specially provided for by regulation, will accompany the duplicate attestation.

Dental treatment cards will be dealt with in accordance with para. **1627**.

Historical Records

1640. (*a*) A historical record will be kept up in book form (*see* para. **1598** and Appendix XXV) as follows:—

(i) Cavalry .. .. By the O.C. regiment.
(ii) R.A. .. .. .. By the O.C. battery or company.
(iii) R.E. .. .. .. By the O.C. unit.
(iv) R. Signals .. .. By the O.C. unit.
(v) Infantry .. .. By the O.C. battalion.

APPENDIX I

ORDER IN COUNCIL DEFINING THE DUTIES OF THE ARMY COUNCIL

AT THE COURT AT BUCKINGHAM PALACE.
The 21st day of March, 1924.

PRESENT,
THE KING'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS His Majesty has been pleased to approve a change in the Constitution of the Army Council:

NOW, THEREFORE, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, as follows:—

1. The Secretary of State is to be responsible to His Majesty and Parliament for all the business of the Army Council. All business other than business which the Secretary of State specially reserves to himself is to be transacted in the following principal sub-divisions:—

(*a*) The Under-Secretary of State shall be responsible to the Secretary of State for the administration of business affecting the Territorial Army Associations and War Department Lands, and for so much of the other business of the Army Council as may be assigned to him, from time to time, by the Secretary of State.

(*b*) The First Military Member of the Army Council (the Chief of the Imperial General Staff), the Second Military Member of the Army Council (the Adjutant-General), the Third Military Member of the Army Council (the Quartermaster-General), and the Fourth Military Member of the Army Council (the Master-General of Ordnance) shall be responsible to the Secretary of State for the administration of so much of the business relating to the organisation, disposition, personnel, armament, and maintenance of the Army, as may be assigned to them, or each of them, from time to time, by the Secretary of State.

(*c*) The Finance Member of the Army Council shall be responsible to the Secretary of State for the finance of the Army and for so much of the other business of the Army Council as may be assigned to him, from time to time, by the Secretary of State.

(*d*) The Permanent Under-Secretary of State shall be a Member, and Secretary, of the Army Council and responsible to the Secretary of State for the preparation of all official communications of the Council and for the interior economy of the War Office: he shall also be responsible, on his appointment as Accounting Officer of Army Votes, Funds and Accounts, for the control of expenditure and for advising the Secretary of State and the Administrative Officers at the War Office and in Commands on all questions of Army expenditure.

He shall further be charged with such other duties as may be assigned to him, from time to time, by the Secretary of State.

2. This Order in Council shall be substituted for the Order in Council dated 13th day of October, 1922.

M. P. A. Hankey.

every entry will be inserted. Care will be taken to ensure that any local regulations as to registration are properly regarded.

(*b*) Certified extracts, which must be in all respects true and literal copies of the original entries (births on A.F. A 42; marriages on A.F. A 43; and deaths on A.F. A 44) or "certificates of no registry" will be rendered on 1st January and 1st July to the G.O.C.-in-C. for transmission to the Registrar-General.

(*c*) In the case of officers or soldiers serving with a detachment elsewhere than at the place at which the register of the unit is kept, every birth, marriage or death will be immediately notified on A.F. A 42A, A 43A, or A 44A, to the officer who maintains the register of the unit, who will make the necessary entries.

(*d*) Officers responsible for the upkeep of A.Bs. 112, 113 and 114 will, if requested at the time of registration, furnish a certificate of birth, marriage or death. This certificate will be given on A.F. A 42B, A 43B, or A 44B respectively, the counterfoil being completed at the same time. No fee will be charged. The original registers and books of counterfoils, when completely filled up, will be forwarded direct to the Registrar-General, Somerset House, London, for final custody. The registers and books of counterfoils of a unit returning home from service abroad will be forwarded to the G.O.C.-in-C. for transmission to the Registrar-General whether completely filled up or not, together with certified extracts on A.Fs. A 42, 43 and 44 completed up to date. Officers in possession of the army books and forms mentioned in this paragraph will take special care to see that they are kept in safe custody.

(*e*) Supplies of the above registers and forms will be obtained direct from the Registrar-General, Somerset House, Strand, London, W.C. 2.

1653. (*a*) A.B. 237 (special register of marriages) is issued by the Under-Secretary of State, The War Office, for the use of army chaplains.

(*b*) This book will be kept in duplicate; one copy will be preserved with the records of the church at which the marriages take place, and the other (when full) sent to the Registrar-General for custody. Extracts from the register giving particulars of marriages recorded during the preceding 12 months will be sent to the Registrar-General as early as possible after 1st January in each year.

Disposal of Obsolete Documents

1654. A board will be assembled annually in every office for the purpose of recommending for destruction such documents or classes of documents as may be destroyed in accordance with the Parliamentary schedule.* The board will, if possible, be composed of the head and two subordinate officers of the office. The recommendations of this board will be submitted on A.F. L 1373 to an officer not below the rank of colonel commandant† who will issue orders regarding the disposal of the records, and will be responsible for taking such steps as he considers necessary to ensure that no documents are destroyed which are likely to be of interest from an historical, financial, statistical, instructional or general point of view. The recommendations of a board assembled in respect of the documents in an office administered direct from the War Office will be submitted to the Under-Secretary of State, The War Office.

* Issued with A.O. 121 of 1923.

† or, in the case of India, the officer in temporary command of a brigade.

Selection of officers for staff appointments in conjunction with the Chief of the Imperial General Staff, the Adjutant-General, and the Quartermaster-General.

The Financial Secretary of the War Office. (Finance Member)

Financial policy. Labour policy. Contracts.

The Permanent Under-Secretary of State for War

Duties connected with his office as Secretary of the Army Council. General control of War Office procedure and conduct of official business. Control of civilian staffs. Domestic economy of the War Office. Parliamentary and legal business. Committees. The Army Lists. Editing and issue of Army Regulations, Army Orders, Army Council Instructions and other publications. Printing and stationery services. Communications with the Press. Administration of the Royal Army Chaplains Department.

Duties connected with his office as Accounting Officer of Army Votes, Funds and Accounts. Control of Expenditure, and Financial Advice generally. Consideration and compilation of the Parliamentary Estimates. Review of proposals for new expenditure, or for redistribution of the sums allotted to the different sub-heads of the Votes. Financial adjustments and relations with other departments and governments. Accounts and audit. Non-effective Votes. Administration of the Royal Army Pay Corps.

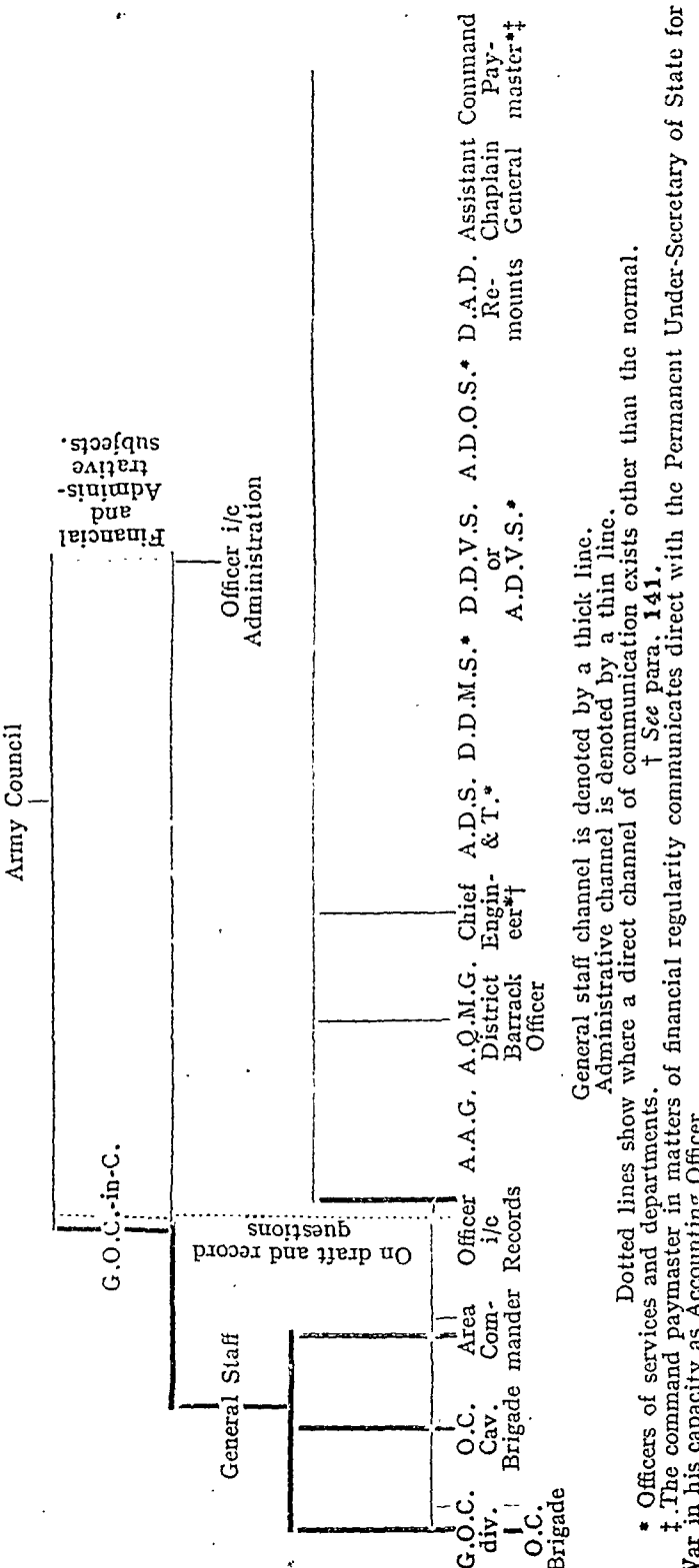
The Military Secretary

Executive duties connected with the appointment, promotion and retirement of officers, with selections for staff and extra-regimental appointments, and with the grant of honours and rewards. Secretary of the Selection Board. Interviews with officers on personal questions relating to appointments, promotions, &c.

NOTE—With the exception of the Military Secretary, all the above are members of the Army Council.

APPENDIX II

PLAN SHOWING CHANNELS OF COMMUNICATION IN THE ARMY



General staff channel is denoted by a thick line.
Administrative channel is denoted by a thin line.
Dotted lines show where a direct channel of communication exists other than the normal.

* Officers of services and departments.
† *See* para. **141.**
‡ The command paymaster in matters of financial regularity communicates direct with the Permanent Under-Secretary of State for War in his capacity as Accounting Officer.

B.—Powers in Relation to Losses, &c.

Description of loss, &c. (1)	Powers of G.O.C. or Officer i/c Administration: Where audit is local (2)	Powers of G.O.C. or Officer i/c Administration: Where audit is not local (3)	Remarks (4)
I. (*a*) Losses by fraud, suspected fraud, or gross carelessness—			* Provided that no suspicion attaches to any soldier, or person employed under the War Department.
(i) Cash	Up to £10*	Up to £2*	
(ii) Supplies, animals or stores†	Up to £25*	Up to £5*	
(*b*) Losses by theft or arson, proved or presumptive—			† Losses of, and damages to, clothing and equipment in the possession of the soldier will be dealt with as laid down in Clothing Regulations, Part I, and Equipment Regulations, Part I, subject to the financial powers laid down in this Appendix
(i) Cash	Up to £15*	Up to £3*	
(ii) Supplies, animals or stores†	Up to £50*	Up to £10*	
II. Cash lost otherwise than by theft, fraud, or gross carelessness, including in the case of (*a*) over-issues through an excusable misunderstanding of regulations, or when the recovery would entail considerable hardship or present special difficulty.			††Over-issues to individuals of personal allowances in kind will be treated in the same way as over-issues of cash.
(*a*) Losses, deficiencies and over issues.††	Up to £50	Up to £15	
(*b*) Nugatory or fruitless payments.‡	Nil.	Nil.	‡ Except as in Note 2 at the end of this Table.
(*c*) Losses on contracts§—			§ Does not apply to trial orders. For compensation to contractor *see* V. (*a*).
(i) Excess cost of purchases (or works carried out) in default which involve formal claims on contractors.	Nil.	Nil.	
(ii) Liquidated damages, if inflicted after appeal, but not recovered ; *or* if contractor's failure causes increased cost to the public.	Nil.	Nil.	
(iii) Acceptance of dividends in contractor's bankruptcy ..	Nil.	Nil.	|| The authority of the officer i/c administration will not be required in any ordinary case of a debtor balance within the prescribed limits chargeable to "Balances irrecoverable."
(*d*) Debtor balances on non-effective soldiers' accounts|| ..	Up to £20	Up to £10	
(*e*) Claims abandoned for rent due, for value of issues in kind on repayment, and of deteriorated supplies, &c.	Up to £50	Up to £20	
III. Stores, animals and supplies lost otherwise than by theft, fraud, or gross carelessness.			This section will also apply to losses of, or damages to, works and buildings.
(*a*) Losses or deficiencies of equipment, clothing, supplies, animals, materials and stores, net deficiencies in store accounts, as defined in para. 737.¶	Up to £200	Up to £100	Where audit is local, the Officer i/c Administration may delegate to the C.R.E., O.C. R.A.S.C., C.O.O., D.A.D.O.S., and A.D.M.S., power to write off on his behalf losses under (*a*), (*b*) and (*c*) of this section up to a limit of £1. Monthly schedules of such writes-off will be forwarded to the local auditor.
(*b*) Losses by fire, shipwreck, stress of weather, accidents, or incidents of the service proved on due enquiry to have been beyond the control of any person responsible for the stores.¶	Up to £200	Up to £100	

railway and sea transportation stores, and settlement of scales of such stores for outfit of troops in peace and war.

Construction and maintenance of fortifications, barracks, ranges, hospitals and store buildings; administration of works services and personnel; provision, custody, maintenance and issue of building stores; the technical examination of works services. The military aspect of War Department land questions.

Administration of supply, transport and barrack services and their personnel, including the provision, custody, maintenance and issue of supplies; custody and issue of barrack stores; provision, inspection, storage, issue and repair of all M.T. vehicles (under Vote 6H.) on the establishment of R.A.S.C. units, or driven by R.A.S.C. personnel; provision and custody of the reserves, stocks of spare parts, &c, required in connection with such vehicles; impressment of such vehicles on mobilization; subsidy schemes in respect of such vehicles in peace.

Administration of remount and veterinary services and their personnel, including the provision, custody, maintenance and issue of veterinary stores.

Travelling, lodging, furniture, fuel and light, field, stable, ration and forage allowances, and policy in regard thereto.

Questions relating to messing and regimental funds (other than questions of a disciplinary nature), the N.A.A.F.I. and philanthropic institutes on War Department land.

Technical training and schools of the administrative services under his control.

Postal services in war. Salvage.

Selection of officers for staff appointments in conjunction with the Chief of the Imperial General Staff, the Adjutant-General, and the Master-General of the Ordnance.

The Master-General of the Ordnance

The scientific development of war material.

Research, design, experiment and manufacture of guns, carriages, tracked, semi-tracked and wheeled vehicles, small arms, machine guns, ammunition, grenades, bicycles, chemical warfare appliances, position and range finders, optical instruments, technical stores connected with the R.A. and R.E., signal stores, general stores and clothing.

Inspection, provision, storage, issue and repair (other than first line repair) of the above with the exception of M.T. vehicles on the establishment of R.A.S.C. units, or driven by R.A.S.C. personnel.

Administration of Army Ordnance Services, the Royal Ordnance and National Factories, and the Royal Army Clothing Department.

Administration of the Military College of Science, R.A.O.C. School of Instruction, Ordnance Committee, R.A. Committee, Small Arms Committee, Chemical Warfare Committee, Mechanical Warfare Board and R.E. Board, and personnel of the design, inspection, research, testing and experimental establishments pertaining thereto.

Questions regarding patents, royalties and inventions.

War Office Assessor to the Advisory Council of the Department of Scientific and Industrial Research.

Notes on nugatory payments.—(1) A nugatory payment represents an immediate and formal loss, *i.e.*, the payment of money in return for which no service is rendered. It does not include constructive loss, *i.e.*, uneconomical expenditure, where due service is rendered in return for the payment, although owing to change of policy, error of judgment, or otherwise, the service rendered does not have the utility intended. To assist in making this distinction clear, the following instances are given :—

Recorded as nugatory (1)	Not recorded as nugatory (2)
(*a*) Payment for stores not delivered owing to cancellation of contract.	(*a*) Payment for stores delivered but useless owing to change of pattern.
(*b*) Rent paid for premises after surrender on termination of occupation, but before termination of tenancy.	(*b*) Rent paid for rifle range retained in possession but closed as unsafe.
(*c*) Freight of men or stores not shipped.	(*c*) Payment to transport contractor for teams furnished as requisitioned but not used. (Payment for teams not furnished would be nugatory.)
(*d*) Payment to a contractor of compensation for loss on account of delay in handing over the site.	(*d*) Payment for overhauling machinery which had lain unused owing to its having been ordered for delivery before the foundations were ready.
(*e*) Extra payment to a contractor for supplies owing to reduction of quantities taken below those named in the contract.	(*e*) Extra cost by purchase of home-grown instead of imported supplies, contrary to order that no preference should be given.

(2) War Office sanction is required for all nugatory payments, except:—

(*a*) Payments to contractors of sums not exceeding £40 for loss due to departure from the terms of a contract (*see* section V (*a*)).

(*b*) Payments specially provided for in the terms of a contract. In these cases, however, reference to the War Office is desirable when the payment is exceptional in amount or character.

C.—Powers relating to Expenditure not Covered by Regulation

Conditions of Grant (1)	Limit (2)	Remarks (3)
Must be— (*a*) Reasonable army charge, and (*b*) Likely to receive sanction of the Army Council, if referred. Must not— (*c*) Be within the power of the G.O.C. to sanction under ordinary regulations as a charge to the appropriate vote. (*d*) Involve a recurring charge, *e.g.*, maintenance of works. (*e*) Increase regulated emoluments except by giving reliefs for sums actually spent, or allowing occasional payments for special work performed in addition to individuals' ordinary duties.	The amount allocated to the command or district by the Army Council.	*See* A.C.I. 57 of 1927. Detail kept by command paymaster and forwarded to the War Office through local auditor at end of financial year.

18. Correspondence upon Brigade affairs, and upon regimental matters not mentioned in para. **47** passes through the brigade major.

19. When parts of the Brigade meet for drills, reviews, or other purposes the senior officer in the Brigade of Guards, in regimental rank, in the absence of the major-general, will command, excepting the King's Birthday Parade, when the troops will be commanded by the field officer in brigade waiting.

20. The Foot Guards from time immemorial, when detached by brigade, have always been commanded by officers belonging to the brigade, and the custom will continue for the future. Whenever, therefore, two or more battalions are sent out of the United Kingdom, or are employed at the same station in the United Kingdom, they will be commanded by an officer qualified to become a Guards' general. Should no such officer be given the command, a colonel commandant from the Brigade of Guards will be appointed.

20a. In the case of a mixed brigade on active service, consisting of two or more battalions of Foot Guards, the remainder of the brigade being composed of line battalions, when the commander of the brigade is absent temporarily, as defined below, the command of the brigade will devolve upon the next senior officer in the brigade, whether that officer is in the Foot Guards or in a Line battalion under the following regulations:

If the colonel commandant becomes non-effective by death, wounds, sickness, promotion, or from any other cause, a colonel commandant from the Brigade of Guards shall be appointed at once, and be sent to the brigade with the least possible delay. If possible this officer shall be selected from such Guards' generals or officers qualified to be Guards' generals as may be serving in the theatre of war, and if no such officer be available there, a Guards' general or an officer qualified to become a Guards' general shall be sent from home.

* * * * *

22. The brigade major will invariably be an officer of sufficient rank in the Guards. If an officer who has passed through the Staff College is available, the appointment will be offered to him ; but if there is no such officer available, it will be given to an adjutant of the Brigade, or to an officer who has held that appointment.

Honours and Salutes

23. The colours of the brigade will be lowered to His Majesty the King, Her Majesty the Queen, Members of the Royal Family, Foreign Crowned Heads, Presidents of Republican States and members of Foreign Royal Families.

24. The King's colour is never to be carried by any guard except that which mounts upon the person of His Majesty the King, or Her Majesty the Queen.

* * * * *

26. The regimental colour will only be lowered to a field-marshal, who is not a member of the Royal Family, when he is colonel of the regiment to which the colour belongs.

27. No colour is to be lowered to any person other than those mentioned in paras. **23** to **26** inclusive.

(*c*) Losses or damages on marching-out inspection, *see* para. 1268.	Up to £100	Up to £50	¶ Losses of, and damages to, clothing and equipment in the possession of the soldier will be dealt with as laid down in Clothing Regulations, Part I, and Equipment Regulations, Part I, subject to the financial powers laid down in this Appendix.
(*d*) Stores supplied or entrusted to a contractor [except losses in transit, which will be dealt with under (*a*) or (*b*)].	Up to £20	Nil.	
IV. Active service— As in peace (*see* above) except in case of— Theft of stores, animals or supplies not accompanied by fraud or gross carelessness.	As above	Up to £40*	* Provided that no suspicion attaches to any person employed under the War Department.
V. Claims for compensation (*see* also note below).			
(*a*) Claims of contractors for loss due to departure from terms of a contract.	Up to £40	Up to £40	
(*b*) Claims of civilians not in W.D. employ, other than contractors, in cases in which the War Office, were it not for Crown exemption, would be legally considered liable, or where payment is advisable as a matter of policy—			Claims for compensation for damage alleged to have been caused *by concussion* due to the firing of guns from fixed batteries or on Government land must be refused, except in cases where the damage was due to neglect of the ordinary precautions by military authorities, or the firing was abnormal, or there were other exceptional circumstances. Such cases should be submitted to the Under-Secretary of State, The War Office.
(i) Personal injury	Up to £50	Up to £50	
(ii) Loss of, or damage to, property (other than roads and bridges).	Up to £100**	Up to £20	
(*c*) Damage to roads and bridges	Up to £50**	Up to £20	
Notes to Section V.—Compensation for damages to person or property at manœuvres at home is paid by the compensation officer appointed by the Military Manœuvres Commission under the Military Manœuvres Act, 1897. At Malta claims arising out of field training will be disposed of under the Imperial Forces Training Ordinance, 1927. Cases arising under V. (*b*) should be reported to the G.O.C. without delay, and claims should be dealt with as promptly as possible, allowing for a proper investigation and consideration of the facts.			Claims in respect of damage alleged to have been due to a hit by a projectile, or to firing over private property, should be referred to the Under-Secretary of State, The War Office, irrespective of the amount claimed. ** In commands abroad £20 only.
VI. Charitable grants	Nil.	Nil.	
VII. Gifts of army stores	Nil.	Nil.	

compliment of "eyes right" or "eyes left" as required—if the standard or colour of the King's Life Guard or King's Guard is cased.

32. The King's Guard meeting the King's Life Guard will pass on with sloped arms, paying the compliment of "eyes right" or "eyes left" as required.

* * * * *

35. When guards of honour mount for Their Majesties the King and Queen, or either of them, or for the Prince of Wales they will present arms and lower the colours to all members of the Royal Family, but the band will only play when the salute is given to Their Majesties the King and Queen, or either of them, or to the Prince of Wales. With other guards of honour the band will play when a salute is given to any member of the Royal Family.

* * * * *

Interior Economy

44. A general or other officer under whose command the Brigade of Guards, or any portion of it, may at any time be serving, is not to make any alteration in the system established for the Guards without the sanction of the senior colonel of the brigade. The officer commanding a Guards Brigade is concerned with the training, discipline and other administration as regards day by day routine of battalions under his command and is responsible to the G.O.C. of the command in which the brigade is serving. He will keep officers commanding regiments informed of important matters affecting their battalions.

45. The regimental lieutenant-colonel regulates the system of interior economy and discipline of the battalions and depot of his regiment, with a view to uniformity of principle, and is responsible to the major-general for the training of the battalions of his regiment quartered in the London District.

46. All communications to the major-general pass through the regimental lieutenant-colonel; he is to inspect the depot and battalions of his regiment in England at least twice a year. When a battalion is quartered in a command not under the major-general, the regimental lieutenant-colonel will ascertain the convenience of the local general officer commanding as to the date of the inspection; he is to be present when the major-general inspects, unless his presence is dispensed with.

47. The finance, the recruiting, the discharges, the clothing, and the appointments, postings, transfers or exchanges of officers are dealt with by the officer commanding the regiment, who communicates direct with the authorities at the War Office upon these subjects. The officer commanding the regiment will keep the officer commanding a Guards Brigade informed regarding the appointments, postings, transfers and resignations of officers serving in battalions of his brigade.

The brigade commander is primarily concerned with confidential reports on officers and recommendations for promotion, but the remarks of the officer commanding the regiment must also be obtained and attached.

48. The major-general does not interfere with the details of the above, unless his interference becomes necessary, either in consequence of direct reference from higher authority or of irregularity in their management.

APPENDIX V

BRIGADE OF GUARDS*

The following extracts from His Majesty's Regulations for the Brigade of Guards are published for information:—

Command and Rank

7. His Majesty King George V. is the colonel-in-chief of each of the five regiments of Foot Guards.

8. Each regiment also has an officer appointed as the colonel of that regiment.

9. His Majesty's pleasure on any matter affecting the Brigade of Guards, or a portion of it, is conveyed to the brigade by the senior colonel through the major-general.

10. The senior colonel is the officer senior according to the date of his appointment as colonel of a regiment of Foot Guards.

11. A colonel of a regiment of Foot Guards transferred as colonel to another regiment of Foot Guards shall count his service as colonel of his former regiment of Foot Guards towards his seniority.

12. The executive command of the Brigade of Guards is vested in the major-general, who is to be a Guards' general.

13. Each of the five regiments is commanded by a regimental lieutenant-colonel, one of whom is selected to take command of the 4th Guards Brigade on mobilization, at training, and on manœuvres. The other four command Territorial brigades.

14. Each battalion is commanded by an officer of the regimental rank of lieutenant-colonel.

15. In the absence of the major-general, the senior officer in the brigade in regimental rank commands, except when a qualified Guards' general on full pay is serving in the London district, in which case the latter officer commands the Brigade.

16. On all matters relating to the Brigade out of the usual routine, and more especially anything which may infringe a privilege established by the Sovereign, the major-general, or in his absence the senior officer of the Brigade present, will refer to the senior colonel of the Brigade of Guards.

17. The major-general is the channel of communication with the senior colonel and with the authorities at the War Office upon all subjects except those mentioned in para. **47.**

---

* Definitions.—The full titles of the five regiments are:—
The First or Grenadier regiment of Foot Guards.
The Coldstream regiment of Foot Guards.
The Scots regiment of Foot Guards.
The Irish regiment of Foot Guards.
The Welsh regiment of Foot Guards.
The expression "The Brigade of Guards" means the above-mentioned five regiments.
A "Guards' brigade" is a brigade formed of two or more battalions from these regiments.
A "Guards' general" is a general officer promoted to that rank after having served as a field officer in a regiment of Foot Guards.

63. In such cases he will act under the authority of the major-general, to whom he will report any orders he may have issued.

64. There is to be an adjutant and quartermaster in brigade waiting every month, furnished by the regiment to which the field officer belongs.

* * * * *

66. The Brigade of Guards has the privilege of being on duty near the Person of the Sovereign with such out quarters as may from time to time be determined.

Duties in Garrison

77. Officers of the Foot Guards are not to be put on duty with other troops; nor are officers of other corps to be put on duty with or to command men of the Foot Guards.

78. In performing the duties of a garrison or camp, they will be kept distinct as much as possible; any duties required of them are to be performed under the immediate command of their own officers.

79. Whenever a portion of the Brigade of Guards is in a garrison, and finds the public duties, a field officer or captain of the brigade will be detailed as field officer of the day.

80. Whenever a portion of the Brigade of Guards is in garrison and parades for trooping the colour, or guard-mounting, their own brigade-major or the adjutant of the battalion inspects the duties and hands them over to the field officer.

ill-health, another colonel commandant will be nominated by the Adjutant-General to undertake the duty and the names and addresses will be reported by the latter to the Comptroller, Lord Chamberlain's Office, who issues the cards to these officers.

5. There are two kinds of levée cards—
(*a*) presentation cards, and
(*b*) attendance cards.

The former are for the use of all officers who are being presented. The latter are for the use of those who do not require to be presented under para. 1, but who wish to attend the levée for other reasons. Either kind of card suffices should the officer desire to make presentations at the same time.

6. (*a*) Apart from the occasions mentioned in para. 1, on which an officer may be presented, attendances are not allowed oftener than once in three years unless in special circumstances or unless the officer has presentations to make.

(*b*) This paragraph is not intended to apply to officers of the Household Cavalry or Brigade of Guards.

7. A notification of forthcoming levées is published in the *London Gazette* and G.Os.C.-in-C. will then make an announcement in command orders for the information of officers serving in the command.

8. The arrangements for officers to be present at levées are made by the Under Secretary of State, The War Office, in conjunction with the Comptroller, Lord Chamberlain's Office, except in the case of officers of the Household Cavalry and the Brigade of Guards.

9. (*a*) Applications from, or on behalf of, army officers (other than those of the Household Troops) who desire to be present at a levée should be addressed to the Under Secretary of State (C. 2, Investitures), The War Office, Whitehall, London, S.W. 1, as soon as possible, and should, in any case, reach the War Office not later than 10 days before the date fixed for the levée.

(*b*) All levée cards other than those mentioned in para. 4 will be issued direct to the applicants by the Under Secretary of State (C. 2, Investitures), The War Office.

10. Applications should contain the following information in respect of every person who is to attend the levée:—

(*a*) Army rank and unit or appointment.
(*b*) Title (if any) and name in full.
(*Note.*—Only one Christian name, which must be clearly indicated in the application, is permitted to appear on a levée card, the remainder of the names, not exceeding two, being represented by initials, if desired.)
(*c*) Initials of any orders or decorations awarded.
(*d*) Whether a "presentation card" or "attendance card" is required.
(*e*) Address to which levée card is to be sent.
(*f*) In addition to the foregoing information—
(i) Applications for "presentation cards" should show in each case—
(*a*) The occasion (*see* para. 1) on which the applicant wishes to be presented.

APPENDIX VII

LIST OF FLAG STATIONS AND OF FLAGS FLOWN

Stations	Royal Standard		Union Jack		Army Council Flag	
	24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
LONDON DISTRICT:—						
The Tower of London	1*	..	1*c*	1*c*	..	..
Royal Military School of Music	..	..	..	1*c*	..	..
† Windsor Castle	1	1	1	1	..	..
Royal Army Medical College, Millbank	..	..	1*c*	1*c*	..	..
Royal Army Clothing Department, Pimlico	..	..	1*c*	1*c*	..	..
Supply Reserve Depot, Deptford	..	..	1*c*	1*c*	..	..
EASTERN COMMAND:—						
Duke of York's R.M. School	..	..	..	1*c*	..	..
Colchester Office of the G.O.C.	..	..	1*b*	1*b*	..	..
Dover Castle	1*	..	1*c*	1*c*	1*d*	1*d*
Shorncliffe (Redoubt House)	..	..	..	1*c*	..	..
Chatham:—						
Government House	..	..	1*c*	1*c*	..	..
Headquarters Offices	..	..	1*c*	1*c*	..	..
Fort Amherst	..	1*	1*b*	1*c*	1*d*	1*d*
Isle of Grain Fort	..	..	..	1*a*	..	..
Garrison Point Fort	1*	..	1*a*	1*c*	1*d*	1*d*
Woolwich:—						
Royal Military Academy	1*	..	1*b*	1*c*	..	..
Gun Park	1*	..	1*a*	1*c*	..	..
Royal Arsenal	1*	..	1*a*	1*c*	..	..
Royal Dockyard	..	..	1*b*	1*b*	..	..
Parade	1*	..	1*a*	1*a*	..	..
Military College of Science	..	..	1*a*	1*c*	..	..
Landguard Fort	..	..	1*e*	1*e*	..	..
NORTHERN COMMAND:—						
York Command Headquarters	1*	..	1*b*	1*c*	1*d*	1*d*
Paull Point Battery	..	1*	1*b*	1*b*	..	..
Tynemouth Castle	..	1*	1*b*	1*b*	..	..
Newcastle	..	..	..	..	1*d*	1*d*
Catterick Camp	..	..	1*b*	1*b*	..	..
SOUTHERN COMMAND:—						
Command Headquarters, Salisbury	..	..	1*c*	1*c*	1*d*	1*d*
Bulford, office of the G.O.C.	..	..	1*c*	1*c*	..	..
Royal Victoria Hospital, Netley	1*	..	1*c*	1*c*	..	..
Government House Portsmouth	1*	..	1*c*	1*c*	..	..
Portsmouth Coast Defences:—						
Southsea Castle	..	..	..	1*b*	..	..
Long Curtain Battery	1*	..	1*c*	1*c*	1*d*	1*d*
Fort Monckton	..	..	..	1*b*	..	..
,, Gomer	..	..	..	1*b*	..	..
,, Grange	..	..	..	1*b*	..	..
,, Rowner	..	..	..	1*b*	..	..
,, Brockhurst	..	..	..	1*b*	..	..
,, Fareham	..	..	..	1*b*	..	..

* *See* para. **914**.

Union Jack:—(*a*) On anniversaries only, or when specially required for saluting purposes. (*b*) On Sundays and anniversaries. (*c*) Daily. (*d*) Only used when the Army Council visit the station in a corporate capacity. (*e*) On the birthday of His Majesty The King, and to commemorate 2nd July, 1667.

† Special sizes may be supplied to Windsor Castle, as demanded.

APPENDIX VI

REGULATIONS REGARDING LEVÉES

[NOTE.—*These regulations are intended for officers on the Active, Retired or Reserve Lists of the Regular Army, the Militia, the T.A. and the Supplementary Reserve. They do not apply to officers of the Indian services and Indian Army or Colonial Service and colonial forces.*]

1. Officers may be presented only on the following occasions:—

(*a*) On first appointment.
(*b*) On attaining field rank, and each successive rank afterwards.
(*c*) On appointment to the command of a battalion or to the colonelcy of a regiment.
(*d*) On appointment to the Army Council or to the staff of the Army.
(*e*) On appointment as aide-de-camp General or as aide-de-camp to the Sovereign or to any member of the Royal Family.
(*f*) On appointment to a British order of knighthood in a degree not below that of knight commander, or on appointment as knight bachelor, provided that they have received the accolade. (Promotion in an order from knight commander to knight grand cross or the appointment as knight commander of an officer who is already a knight is not an occasion for presentation.)
(*g*) On return from active service in the field or from special service abroad.

2. In all the above cases presentations will be made by the Secretary of State for War unless otherwise desired by applicants. If the presentation is to be made by a gentleman other than the Secretary of State for War or an officer on the active or retired list, the application should be made to the Comptroller, Lord Chamberlain's Office, by the presenter as being personally responsible for the gentleman he wishes to present. He must also personally attend the levée and must have been previously presented himself. Should the Secretary of State for War, for any reason, be unable to be present, he will make arrangements with another cabinet minister to make the presentations on his behalf and inform the Lord Chamberlain accordingly, at least three days before the date of the levée.

3. When a number of officers of a regiment attend a levée on their return with their regiment from a tour of foreign service, they are expected to do so collectively, and to pass together in succession. No presentation in this case is necessary, unless they come under any of the categories referred to in para. 1. In applying for levée cards in such cases it should be stated which of the officers require to be presented, and which not, so that the appropriate cards may be issued in each case. (*See* para. 5.)

4. At the first levée of the year the senior colonels commandant of the Royal Artillery and the Royal Engineers are required to attend and present the "States" of their regiment and corps, respectively. In the event of either of them being unable to be present at this levée owing to

Stations	Royal Standard		Union Jack		Army Council Flag	
	24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
Stations Abroad						
BERMUDA:—						
Fort Victoria	..	..	1c	1c	..	..
Mount Langton (Government House) ..	1*	..	1c	1c	..	..
CEYLON:—						
Colombo	1*	..	1c	1c	..	..
,, Headquarters House	..	..	1c	1c	..	..
GIBRALTAR:—						
Rock Battery	1*	..	1a	1a	..	..
King's Bastion	1*	..	1c	1c	..	..
Europa Flagstaff	1*	..	1c	1c	..	..
SOUTH CHINA:—						
Hong Kong:—						
Headquarters House	1*	..	1c	1c	..	..
Saluting Battery (Signal Hill, Kowloon)	..	..	..	1c	..	..
JAMAICA:—						
Port Royal	1*	..	1b	1c	..	..
MALTA:—						
Palace	1*	1*	1b	1c	..	..
Fort St. Elmo	..	..	1b	1c	..	..
,, Ricasoli	..	..	1b	1c	..	..
,, Tigné	..	..	1b	1c	..	..
Saluting Battery	..	..	1b	1c	..	..
San Antonio Palace	..	..	†1b	†1c	..	..
Gozo	..	..	1a	1a	..	..
MAURITIUS:—						
Fort George	1*	..	1c	1c	..	..
Headquarters Office	1*	..	1c	1c	..	..
SIERRA LEONE:—						
Tower Hill	1*	..	1c	1c	..	..
STRAITS SETTLEMENTS:—						
Fort Canning, Singapore	1*	..	1c	1c	..	..
Headquarters House	1*	..	1c	1c	..	..
EGYPT AND PALESTINE:—						
Cairo—						
The Residency	..	..	1c	1c	..	..
The Residence of the G.O.C. ..	..	..	1c	1c	..	..
General Headquarters Office ..	..	..	1c	1c	..	..
Abbassia Main Barracks	..	..	1c	1c	..	..
Kasr-el-Nil Barracks	..	..	1c	1c	..	..
The Citadel	..	..	1c	1c	..	..
Alexandria—						
Main Guard (Caracol Attarin) ..	..	..	1c	1c	..	..
Mustapha Pasha Barracks ..	..	..	1c	1c	..	..
Port Said—						
Navy House	..	..	1c	1c	..	..

* *See* para. **914.**

Union Jack—(*a*) On anniversaries only, or when specially required for saluting purposes. (*b*) On Sundays and anniversaries. (*c*) Daily. (*d*) Only used when the Army Council visit the station in a corporate capacity.

† To be flown only when the G.O.C.-in-C. is present.

(*b*) The name of the gentleman (if other than the Secretary of State for War) or officer on the active or retired list who will be at the levée and will present the applicant. If the presentation is to be made by a gentleman, other than the Secretary of State for War or officer on the active or retired list, the request for permission to make it should be addressed to the Comptroller, Lord Chamberlain's Office, by the presenter as being personally responsible for the officer he wishes to present.

(*c*) Whether it is desired to make a presentation or presentations, particulars being given.

(*d*) If the applicant has been previously presented at a levée, the date and occasion of the last attendance at a levée and rank held at that time.

(ii) Applications for "attendance cards" should show in each case—

(*a*) The date and occasion of the last attendance at a levée and rank held at that time.

(*b*) Whether it is desired to make a presentation or presentations, particulars being given.

11. A pamphlet containing instructions regarding dress, uniform, &c., for officers attending levées is issued with each levée card.

5. When legal advice is required, or authority is sought to commence or to defend legal proceedings, either in the name or on behalf of the Army Council, a full statement of the facts must be sent by the G.O.C.-in-C. to the Treasury Solicitor, authenticated by the head of the department or C.O. concerned.

6. Where an officer or soldier is made defendant in civil or criminal proceedings, the defence thereof will be conducted upon the sole responsibility of such defendant until the decision of the Army Council is given.

7. When any claim is preferred to the Army Council for assistance in, or for the reimbursement of the cost of, the defence, a copy of the writ or statement of claim in civil cases and copies of the information and summons or warrant in criminal cases—or, if the case has gone to trial, a copy of the indictment—will be furnished, with a full statement of the facts showing that the act complained of was one sanctioned by competent authority, or clearly within the prescribed course of the defendant's duty.

Scotland

8. Legal advice will be obtained when necessary in urgent cases by the G.O.C.-in-C. from the War Department law agent in Edinburgh.

Ireland

9. Legal advice will be obtained when necessary in urgent cases by the G.O.C., Northern Ireland District, from the Solicitor, Irish Department, Old Queen Street, London, S.W.1, and in cases of *extreme* urgency, which do not admit of the delay occasioned by referring to London, from the Chief Crown Solicitor for Northern Ireland, Law Department, Ocean Buildings, Donegall Square East, Belfast. In all other cases the matter will be referred to the Under Secretary of State, The War Office.

Abroad

10. The adoption or defence of legal proceedings will normally not be undertaken without the previous sanction of the Army Council, except where immediate action is necessary or where the amount in dispute is small and no great question of principle is involved. In these cases proceedings will only be undertaken on the special authority of the general or other officer commanding, to whom a report of the circumstances of the case will be addressed by the head of the department or officer on whose recommendation the legal proceedings are proposed to be taken.

11. This report and statement will be forwarded by the general or other officer commanding, together with a copy of his letter authorizing legal proceedings, and a full explanation of his reasons for authorizing them, to the Army Council for final approval ; and in no case will the expenses incurred be admitted as a charge against Imperial funds unless such approval has been obtained.

12. When legal proceedings have been authorized, the head of the department or C.O. concerned, acting under the instructions of the G.O.C. will, from time to time, furnish the legal adviser of the War Department

Stations	Royal Standard		Union Jack		Army Council Flag	
	24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
SOUTHERN COMMAND (*contd.*):—						
Golden Hill Fort	..	..	1*b*	1*b*	..	..
Nothe Fort	1*	..	..	1*c*	..	..
Verne Citadel	..	..	1*b*	1*b*	..	..
Plymouth Coast Defences:—						
Plymouth Citadel	1*	..	1*a*	1*c*	1*d*	1*d*
Devonport Lines	..	1*	1*a*	1*c*	..	..
WESTERN COMMAND:—						
Chester, Command Headquarters	1*	..	1*b*	1*c*	1*d*	1*d*
Pembroke Defensive Barracks	..	1*	1*a*	1*c*	..	..
Perch Rock Battery	..	..	..	1*b*	..	..
Seaforth Battery	1*	..	..	1*b*	1*d*	1*d*
Carlisle Castle	..	..	1*b*	1*b*	..	..
Castletown (Isle of Man)	..	1*	1*b*	1*b*	..	..
ALDERSHOT COMMAND:—						
Command Headquarters	1*	..	1*b*	1*c*	1*d*	1*d*
Staff College	1*	..	1*b*	1*c*	..	..
Royal Military College	1*	..	1*b*	1*c*	..	..
SCOTTISH COMMAND:—						
Leith Fort	1*	..	1*a*	1*c*	1*d*	1*d*
Edinburgh Castle	1*	..	1*a*	1*c*	1*d*	1*d*
Queen Victoria School, Dunblane	..	..	..	1*c*	..	..
Stirling Castle	..	1*	..	1*c*	..	..
Torry Point, Aberdeen	..	..	..	1*b*	..	..
Broughty Castle	..	..	..	1*c*	..	..
Fort Matilda	..	..	..	1*b*	..	..
ALDERNEY:—						
Fort Albert	..	1*	1*c*	1*c*	..	..
JERSEY:—						
Fort Regent	1*	..	1*c*	1*c*	..	..
Government House	..	..	1*c*	1*c*	..	..
GUERNSEY:—						
Castle Cornet	..	1*	1*c*	1*c*	..	..
Fort George	..	..	1*c*	1*c*	..	..
Residence of the G.O.C.	..	..	1*c*	1*c*	..	..
IRELAND:—						
Northern Ireland District:—						
Residence of the G.O.C.	..	..	1*c*	1*c*	1*d*	1*d*
Belfast	..	..	1*c*	1*c*	..	..
Omagh	..	..	..	1*c*	..	..
Armagh	..	..	..	1*c*	..	..
Ballykinlar	..	..	..	1*c*	..	..
Holywood	..	..	..	1*c*	..	..
Grey Point Battery	..	..	..	1*c*	..	..
Kilroot	..	..	..	1*c*	..	..
Carrickfergus Castle	..	..	1*b*	1*b*	..	..
Londonderry	..	1*	1*c*	1*c*	1*d*	1*d*
Irish Free State:—						
Fort Camden	..	..	1*b*	1*b*	..	..
Fort Carlisle	..	1*	..	1*c*	1*d*	1*d*
Fort Westmoreland, Spike	..	..	..	..	1*b*	..
Dunree Fort	..	..	..	1*c*	..	..
Lanan Head Fort	..	..	..	1*a*	..	..

* *See* para. **914.**

Union Jack:—(*a*) On anniversaries only, or when specially required for saluting purposes. (*b*) On Sundays and anniversaries. (*c*) Daily. (*d*) [illegible] Army Council visit the station in a corporate capacity.

APPENDIX IX.

REGISTRATION OF OFFICERS AND OTHER RANKS AS PARLIAMENTARY ELECTORS UNDER THE REPRESENTATION OF THE PEOPLE ACTS, 1918 TO 1921

1. An officer or soldier wishing to be registered as a parliamentary elector should forward a statement of his qualifications, as shown in para. 8 below, to the registration officer of the constituency in which the address is situated in respect of which he claims to be registered. In the case of a soldier, application will be submitted through the officer i/c records.

2. Registration officers in due course notify an applicant (in the case of a soldier through the officer i/c records) whether his claim has been admitted. Serving officers are responsible for notifying changes of address direct to registration officers, and for communicating with them on the preparation of each register.

3. In the event of an election, registration officers forward to officers and soldiers registered as electors, who are stationed in the United Kingdom, ballot papers to enable them to vote. The dates of nomination and poll are duly promulgated in command or other orders. Completed ballot papers must be forwarded to the returning officer by the date on which the poll is held.

4. An officer or soldier registered as an elector but stationed outside the United Kingdom is not eligible to receive a ballot paper at the time of an election. He may instead appoint a proxy to vote for him. Application to appoint a proxy will be made on A.F. B 76, which will be forwarded to the registration officer of the constituency in which the qualifying address of the elector is situated. In the case of a soldier, the form of application will be transmitted through the officer i/c records.

5. An officer or soldier, may, if qualified already, as defined herein, be registered as an elector in respect of an actual residential qualification instead of in respect of the address at which he would have been residing but for his service with the forces. Applications will be submitted to registration officers on a special form which they supply. The applicant must also communicate with the registration officer of the constituency in which his address was before enlistment, to prevent his being twice registered as an elector.

6. If a military voter who has elected to be registered in respect of an actual residential qualification in a constituency is moved to a residence in another constituency, he may apply to have his name placed on the absent voters' list for the former constituency, so as to enable him to vote by post during the currency of the register in force. It would, however, be necessary that he should qualify and claim in respect of an actual residence in the constituency to which he is moved, before he can be placed on any new register prepared for such constituency.

7. An ex-soldier who has been registered as an elector during his period of former service must, on re-enlisting, again make application in the prescribed manner for registration as a parliamentary elector.

A certificate that the candidate, whilst holding the rank of captain, has passed a satisfactory course for junior officers at the School of Military Administration will be accepted, if issued prior to 1st October, 1923, in lieu of Part I, or, if issued subsequent to 30th September, 1923, in lieu of Parts I and II of sub-head (*d*) (i).

(ii) *Qualifying Courses*

R. Tank Corps—Qualified at an instructors' armament course, and also at an instructors' driving and maintenance course, if he has not already qualified in this course. An officer who has held the appointment of an instructor or assistant instructor at a tank gunnery school for at least six months will be considered as qualified. Qualification at R. Tank Corps courses in India will be accepted.

R.A.M.C.—Qualified at the senior officers' course at the Royal Army Medical College.

(*c*) Majors for promotion to rank of Lieutenant-Colonel—

(i) *Examinations*

R.A.M.C.	..	Sub-heads (*h*) (iv) and (*v*)
R.A.V.C.	..	Sub-heads (*k*) (vii), (viii) and (ix).

(ii) *Qualifying Courses*

R. Tank Corps.—Qualified at an instructors' driving and maintenance course and at an instructors' armament course at a R. Tank Corps School at home or in India, in cases where officers have not qualified at these courses before promotion to major.

II.—SYLLABUS OF EXAMINATION SUBJECTS

In the written examinations, the marks gained by a candidate in any paper are liable to a deduction not exceeding 10 per cent. for bad spelling, illegible handwriting, marked irrelevancy or lack of clear and concise expression.

The Field Service Pocket Book may be used at all examinations, written and practical, but not for answering oral questions.

Subject (a)—Duties in the Field (Practical and Oral)

Sub-head (*a*) (i)—Lieutenants for promotion to captain (except R.A.M.C., A.D. Corps, and R.A.V.C.).

Consisting of a tactical exercise in the field without troops, embracing a knowledge of Cavalry, Artillery, Infantry and Tank Training, Field Service Regulations, Map Reading, Field Works, and Military Hygiene and based upon the command of a company or equivalent unit.

Sub-head (*a*) (ii)—Lieutenants (R.A.M.C. only).

Practical test in the solution of problems in connection with the medical services of the Army, based on the general tactical scheme set in (*a*) (i), and in map reading.

8. *Statement of Qualification for Registration as Military Voter*

Unit and Corps.....

Army Number..... Rank.....

Surname.....

Other Names (in full) .....

Birthday..... Age last birthday.....

Qualifying address:
That is, full postal address (including the county or in London, the metropolitan borough) where officer or soldier would have been residing, but for his service in the forces. .....

The foregoing particulars are true and accurate to the best of my knowledge and belief.

Signature of above-named officer or soldier.....

..... Date.....

Countersignature of officer.....

Instructions for the guidance of officers or soldiers filling up the above statement

1. The register of electors is prepared once a year in the United Kingdom.

2. An officer or soldier who is a British subject may be registered as a parliamentary voter for the place where he would have been resident if he were not serving with the forces, provided that he was 21 years of age on the last day of the qualifying period.

3. Generally speaking, the place for which an officer or soldier is qualified to be registered is the place where his home is or would be if he had not joined the forces.

4. The particulars in the form will be treated as sufficient proof of qualification if there is no evidence to the contrary.

N.B.—The dates of the qualifying period for the register will be notified in Army Council Instructions.

Questions may be asked on the following subjects:—

enlistment;
offences and punishments, arrest, investigation of charges, power of C.O.;
courts martial—preparation of case, evidence, convening of court, procedure at trial, confirmation;
penal deductions from pay, redress of wrongs, courts of inquiry;
billeting;
duties in aid of the civil power.

Sub-head (*b*) (ii)—IMPERIAL MILITARY GEOGRAPHY.

One paper.
Time allowed, 3 hours.
Marks allotted, 300.

The geography of the Empire, including the military importance of its climates, natural resources, physical features, communications and frontiers, and the general influence of foreign states on British strategy.

Sub-head (*b*) (iii)—MILITARY HISTORY.

One paper.
Time allowed, 3 hours.
Marks allotted, 300.

A general knowledge of the outline of the selected campaign, and a study of the strategy and tactics employed during the period will be required in order to answer this paper.

The object is to illustrate the principles laid down in official manuals by actual events that have taken place in war, and to test the candidate's knowledge of these principles, and his power of applying them, while discriminating between the methods by which they are applied during the campaign in question, and the methods by which they would be applied at the present time.

It is not necessary that candidates should commit to memory a number of dates and the exact strength and composition of the forces engaged.

Where the campaign to be studied consists of general and special periods, candidates will be required to have a knowledge of the tactics employed in the special period, while questions on the general period will be mainly of a strategical nature. Normally 75 per cent. of the questions for captains will be taken from the general period, and 75 per cent. of the questions for lieutenants from the special period. Both periods will be included in a single 3-hour paper.

The campaigns selected and the books recommended for study will be notified periodically in Army Orders.

Sub-head (*b*) (iv)—TACTICS, ADMINISTRATION OF TROOPS IN THE FIELD, MAP READING AND FIELD WORKS.

One paper.
Time allowed, 3 hours.
Marks allotted, 300.

Candidates examined at home and abroad, except India and Burma, will work on British War Establishments (Small War). Candidates in India and Burma will work on Indian War Establishments.

R.A.M.C.†	..	Sub-heads (*a*) (ii), (*b*) (i) and (*h*) (i), (ii) and (iii).
A.D. Corps	..	Sub-heads (*b*) (i), Part II, and (*j*) (i).
R.A.V.C.†	..	Sub-heads (*b*) (i), Part II, and (*h*) (i), (ii) and (iii).

A certificate that the candidate has passed a satisfactory course for junior officers at the School of Military Administration will be accepted, if issued prior to 1st October, 1923, in lieu of Part I, or if issued subsequent to 30th September, 1923, in lieu of Parts I and II of sub-head (*b*) (i).

(ii) *Qualifying Courses*

Cavalry and Infantry—Qualified at the Rifle and Light Gun Wings of a Small Arms School.

R. Tank Corps—Qualified at an instructors' driving and maintenance course. An officer who has held the appointment of an instructor or assistant instructor at a tank Driving and Maintenance School for at least six months will be considered as qualified. Qualification at a R. Tank Corps course in India will be accepted.

R.A.S.C.—Qualified at the R.A.S.C. Training College, Aldershot.

(*b*) Captain for promotion to rank of Major—

(i) *Examinations*

Cavalry	..	Subjects (*c*) and (*d*).
R.A. ..	..	Subjects (*c*) and (*d*).
R.E. ..	..	Subjects (*c*) and (*d*).
R. Signals	..	Subjects (*c*) and (*d*).
Infantry	..	Subjects (*c*) and (*d*).
R. Tank Corps		Subjects (*c*) and (*d*).
R.A.S.C.	..	Subjects (*c*), (*d*) and (*g*). A certificate that the candidate whilst holding the rank of captain has passed through the R.A.S.C. Training College will be accepted in lieu of (*g*).
R.A.M.C.†	..	Sub-heads (*c*) (ii) and (*d*) (i).
A.D. Corps	..	Sub-head (*j*) (ii).
R.A.O.C.*	..	Sub-head (*d*) (i) Parts I and II.
R.A.V.C.†	..	Sub-heads (*d*) (i) Part II and (*h*) (iv), (v) and (vi).

Questions may be asked on the following subjects, not included in the syllabus for (*b*) (i), Part I:—

Office routine and correspondence; messing, canteens, regimental funds and institutes; barrack damages; the principles and methods of educational training as given in Educational Training; hygiene in barracks.

Books recommended—

As laid down for (*b*) (i) Part I;
Rules for the Conduct of Regimental Institutes.

PART II.—MILITARY LAW

Time allowed, 1 hour.
Marks allotted, 100.

Note.—The Manual of Military Law, King's Regulations and the Pay Warrant will be allowed for answering Part II. These books may not contain any additions whatever other than amendments made by Army Orders and amendments to the Army Act notified from time to time in A.C.Is.

In addition to the syllabus laid down for (*b*) (i) Part II, candidates should have a general knowledge of:—

History of military law; relation of officers and soldiers to civil life; employment of troops in aid of civil power; law and usages of war (Chaps. II, XII, XIII and XIV, Manual of Military Law).

Sub-head (*d*) (ii)—DEVELOPMENT AND CONSTITUTION OF THE BRITISH EMPIRE. IMPERIAL MILITARY GEOGRAPHY.

One paper.
Time allowed, 3 hours.
Marks allotted, 300.

A general outline of the development and constitution of the various parts of the Empire.

The geography of the Empire; including the military importance of its climates, natural resources, physical features, communications and frontiers, and the general influence of foreign states on British strategy.

Sub-head (*d*) (iii)—MILITARY HISTORY.

One paper.
Time allowed, 3 hours.
Marks allotted, 300.

The syllabus for this paper will be the same as for sub-head (*b*) (iii).

Sub-head (*d*) (iv)—TACTICS, ADMINISTRATION OF TROOPS IN THE FIELD, MAP READING AND FIELD WORKS.

One paper.
Time allowed, 3 hours.
Marks allotted, 300.

Candidates examined at home and abroad, except India and Burma, will work on British War Establishments (Small War). Candidates in India and Burma will work on Indian War Establishments.

Subject (b)—Written Examination

Lieutenants for promotion to Captain

Sub-head (*b*) (i)—In two parts. Candidates will be required to qualify in Part I and Part II.

Separate papers are set for officers of the Indian Army.

Part I.—Organization and Regimental Duties in Peace

Time allowed, 2 hours.
Marks allotted, 200.

Note.—No reference books, except the Field Service Pocket Book, will be allowed for answering Part I.

A detailed knowledge will be required of the duties of a company (or equivalent) commander in the candidate's own arm of the service in peace.

A general knowledge will be required of:—

the titles and scope of the official publications which concern the administration of his unit;

the general system of the organization and administration of the land forces of the United Kingdom in peace, including the Reserve Forces and Territorial Army;

an outline of the armed forces throughout the Empire;

the regulations for mobilization of the candidate's unit.

Candidates will be set problems such as might confront the commander of a company or of an equivalent unit in peace, *e.g.*:—

discipline, arrest and military custody, investigation of charges, summary and minor punishments;

organization of training and education within the unit, including allotment of time and methods employed;

extensions, re-engagements and transfers;

pay and messing;

clothing and equipment

drafts.

Books recommended.—

Books as laid down in Appendix XXIV for an infantry battalion.

Management of Soldiers' Messing.

Monthly Army List.

Notes on the Land Forces of the British Dominions, Colonies, Protectorates and Mandated Territories (exclusive of India).

Part II.—Military Law

Time allowed, 1 hour.
Marks allotted, 100.

Note.—The Manual of Military Law, King's Regulations and the Pay Warrant will be allowed for answering Part II. These books may not contain any additions whatever other than amendments made by Army Orders and amendments to the Army Act notified from time to time in A.C.Is.

Candidates should have sufficient knowledge of the arrangement of the Manual of Military Law (including the Army Act and Rules of Procedure), King's Regulations and the Pay Warrant to solve the problems likely to arise in the course of their duties.

Books recommended—

Artillery Training, Vols. I, II and III.
Coast Artillery Training.
Manual of Anti-Aircraft Defence (Ground units).
Gun drill and handbook for the appropriate equipment.
Handbooks dealing with service instruments.

Note.—Range Tables, Part II will be taken into the examination room during the hours in which the sub-head (*e*) (ii)—GUNNERY—paper is being answered.

In the first paper the questions set may apply to all equipments, but alternative questions or separate papers may be set at the examiner's discretion.

In both the second and third papers two questions on coast defence and one question on anti-aircraft artillery will be set for every five questions applicable to artillery in the field. Each candidate will answer only 50 per cent. of the whole number of questions set ; there will be no restriction in the choice of questions.

Subject (f) —Royal Engineers

Lieutenants, Royal Engineers, for promotion to Captain

Technical Examination

1. Lieutenants will be examined before promotion as to their technical qualifications in field engineering—

(*a*) The examination of lieutenants on the British Establishment will be carried out in accordance with the instructions detailed below.

(*b*) The following rules will apply generally to the examination of lieutenants serving on the Indian Establishment, except that papers will be set and tests carried out under the orders of the Engineer-in-Chief in India, who will report results direct to the Under-Secretary of State, The War Office.

2. Each officer will work out a project for carrying out under service conditions some work in the field, such as the restoration or erection of a bridge, a railway deviation over a river or ravine, erection of a pier for landing stores, the water supply of a camp for (say) a mixed force of the approximate strength of a brigade, arrangements for entraining or detraining troops, demolitions, or the field works required in a brigade sector for the attack or defence of a position.

The project should be based on a definite tactical situation, and may profitably take the form of a problem in connection with the field works course of a unit, or arising out of a tactical exercise in consultation with the general staff of the formation concerned.

3. The officer responsible for setting the project will be

(i) The Commandant, School of Military Engineering, in the case of officers stationed at Chatham or for whom arrangements are made to be examined at Chatham.

(ii) The C.R.E. under whom the candidate is serving in other cases.

The Commandant, Engineer Troops, Sudan Defence Force, is empowered to set projects under this heading.

The paper will be based upon the command of a company, or equivalent unit, in the field, and may include questions on:—

the tactical handling of the unit, including map reading and field works;

the administration of the unit, including the supply of food, ammunition, clothing and equipment, the evacuation of casualties, pay and requisitions;

hygiene and sanitation;

billets, camps and bivouacs.

The paper (including combined problems and questions) will be designed to test the candidate's ability to apply his knowledge of the subject matter contained in—

Field Service Regulations, Vols. I and II.
Manual of Field Works.
Manual of Map Reading and Field Sketching.
Training manuals of the various arms.
Army Manual of Sanitation.

Subject (c)—Duties in the Field (Practical and Oral)

Sub-head (*c*) (i)—Captains for promotion to Major (except R.A.M.C., A.D. Corps and R.A.V.C.).

Consisting of a tactical exercise in the field without troops, embodying the employment of a mixed force of all arms, for example, some or all of the following:—a troop of cavalry, a battery of artillery, a section of engineers, an infantry battalion, a section of tanks and a section of armoured cars. The exercise will be of such a nature as to test the candidate's capabilities of appreciating a situation, making a definite decision, and issuing his orders briefly, clearly and quickly. The exercise will also deal with the administration and supply of the force and the methods of preserving the health and maintaining the morale of the troops.

Sub-head (*c*) (ii) (R.A.M.C. officers only)—Practical test in the solution of problems in connection with the medical services of the Army, based on the general tactical scheme set in (*c*) (i), and in map reading.

Subject (d)—Written Examination

Captains for promotion to Major

Sub-head (*d*) (i)—In two parts. Candidates will be required to qualify in Part I and Part II.

Separate papers are set for officers of the Indian Army.

PART I.—ORGANIZATION AND REGIMENTAL DUTIES IN PEACE

Time allowed, 2 hours.
Marks allotted, 200.

Note.—No reference books, except the Field Service Pocket Book, will be allowed for answering Part I.

The same syllabus as (*b*) (i) Part I, except that candidates will be expected to show a detailed knowledge of the duties and powers of a commanding officer in their own arm of the service in peace.

On completion of the project, the officer will write a certificate that the whole of the work has been carried out without any assistance, except from the technical books specified.

The time of issue and return will be recorded by the superintending officer on the original project and on both parts of the work produced, and the whole of the papers will be treated as confidential.

5. The projects, except those of officers on the Indian Establishment, examined in India, will, on completion, be forwarded to the Commandant, School of Military Engineering, with the criticisms of the C. R. E., who will especially state his opinion as to the extent to which local conditions are satisfied. In order to secure uniformity of marking, the projects will be examined and marked by a standing board consisting of the Commandant, School of Military Engineering (or a lieutenant-colonel, R.E., deputed by him), as president, and the chief instructors in fortification and construction, School of Military Engineering, as members.

The Commandant will communicate the result to the Under-Secretary of State, The War Office, together with the percentage of marks allotted in each case by the standing board.

An officer who fails to qualify in a test will not normally be set another within three months of his having carried out the previous test.

Subject (g)—Royal Army Service Corps

Captains, Royal Army Service Corps, for promotion to major

Separate papers are set for officers of the Indian Army Service Corps.

Two papers.
Time allowed, 3 hours for each paper.
Marks allotted, 200 for each paper.

Sub-head (*g*) (i)—SUPPLY AND BARRACKS:

Sub-head (*g*) (ii)—TRANSPORT:

Questions will be asked with a view to illustrating the principles laid down in the manuals shown below by actual events that have taken place during the late war both in Great Britain and overseas, and to test the candidate's knowledge of these principles and his power of applying them.

Accounts (supply, barrack and company); correspondence, contracts.
Judging supplies of every description.
Duties of a R.A.S.C. officer in charge of a sub-district.
Duties of an O.C., R.A.S.C. company, in quarters, on the line of march, and in the field.
Method of obtaining supplies and transport in war. Formation and working of depots, transport and supply, in peace and war.
Construction and carrying capacity of military mechanical and animal draught transport vehicles, harness and saddlery. All pack animals and their uses.
Embarkation and disembarkation of men, animals and vehicles, including mechanical vehicles. Duties on board ship.
Convoys, their formation and defence.
Duties of supply and transport officers in peace and war.
Organization of transport and supply units in peace and war.
Organization of the lines of communication of a force in the field.

The project will be divided into two parts as follows:—

(*a*) The first part is intended to test an officer's ability to grasp the essential points of the work he has to execute, and to work out rapidly a project for it in sufficient detail only to enable him to get his men to work without loss of time and to form an estimate of the shortest time required to complete the work consistent with absolute safety.

This part will include:—

(i) A brief appreciation and report.

(ii) Sketches of the works he proposes to construct and preliminary estimate of the stores necessary, both in sufficient detail only to enable him to commence work and employ the labour fully until such time as he can provide more work by the elaboration of the project.

(iii) Calculations for such materials only as require to be calculated and for which he is indenting in the first case.

(iv) An estimate of the greatest number of men (with their trades) which he can usefully employ.

(v) The lowest estimate of the time in which the work can be completed, which is that consistent with absolute safety.

(*b*) The second part is intended to test the candidate's ability to organize the labour and to carry out the work in detail, and will include:—

(i) Detailed drawings of the works included in (ii) of first part, with a supplementary list of stores to complete all that are necessary.

(ii) Calculations for such materials as require to be calculated and are not included in (iii) of first part.

(iii) A detailed scheme for the organization of labour.

(iv) A general account of the order and method in which the work will be carried out.

(v) A closer estimate of time than that given in (v) of first part.

4. The first part will be carried out entirely in the field: the time allowed, exclusive of journeys to and from the site, will vary from three to four hours at the discretion of the officer setting the project.

The hour of commencement will be so arranged that the first part will be handed in to the superintending officer about 2 p.m. or 3 p.m., but this may be modified to suit local conditions.

This officer will then initial the work and return it at once to the candidate, who will proceed to carry out the second part of the project indoors.

In the elaboration of the scheme in the second part a candidate may be allowed to make alterations or additions to the scheme originally worked out in the first part in matters of detail only, but the work originally handed in must not be altered.

The whole of the work will be handed in by 9 a.m. on the following morning, but this may be varied to suit local conditions of climate, &c.

The Field Service Pocket Book and only such other books as officers would be likely to have available in the field may be used. These will be specified by the officer setting the project.

(*b*) forward to the Under-Secretary of State, The War, Office the general and any special criticism of the work performed, and A.F. B 105 for each candidate;

(*c*) forward to each candidate a copy of the certificate extracted from A.F. B. 105.

7. In the case of any irregularity in the conduct of the examination, the G.O.C.-in-C. will forward the proceedings to the Under-Secretary of State, The War Office, with an explanatory statement, and the Army Council will decide whether the examination will stand or be annulled.

8. A.F. B 105 will be filed with a candidate's confidential documents in the War Office.

9. *Books recommended*—

King's Regulations.
Field Service Regulations, Vols. I and II.
War Establishments.
Regulations for Mobilization.
Field Service Manual, Medical Services.
Regulations for the Medical Services of the Army.
R.A.M.C. Training.
Standing Orders, R.A.M.C.
Army Manual of Sanitation.
Memoranda on Medical Diseases in the tropical and sub-tropical war areas.
Regulations for Supply, Transport and Barrack Services.
International Treaties, *e.g.*, Hague and Geneva Conventions as far as they affect sick, wounded and property.
Official History of the Great War—Medical Services.
Training and Manœuvre Regulations.
Manual of Map Reading and Field Sketching.

Subject (j)—Army Dental Corps

Lieutenants, Army Dental Corps, for promotion to Captain

Sub-head (j) (i)

One paper.
Time allowed, 3 hours.
Marks allotted, 200.

A detailed knowledge for both peace and war of the organization, administration, equipment, training, terms of service and pay of the A.D. Corps.

A general knowledge of the following subjects:—

the titles and scope of the official publications which concern the administration of the Corps;
the general system of organization and administration of the land forces of the United Kingdom in peace and war;
an outline of the composition of the various larger units up to a Division;
the regulations for mobilization so far as they affect the A.D. Corps;
the terms of the Geneva Convention.

A knowledge of the dental records of soldiers and the regulations relating to them.

Captains, Royal Army Veterinary Corps, for promotion to Major

Three Papers.
Time allowed, 3 hours for each paper.
Marks allotted, 200 for each paper.

Sub-head (*k*) (iv)—Veterinary medicine and surgery.

Sub-head (*k*) (v)—Veterinary bacteriology and tropical diseases.

Sub-head (*k*) (vi)—Veterinary hygiene and the management of epizootic diseases.

Candidates for this examination will also be required to submit a thesis on a special subject which should be stated on A.F. B 2053 when applying to be examined.

Majors, Royal Army Veterinary Corps, for promotion to Lieutenant-Colonel

Three Papers.
Time allowed, 3 hours for each paper.
Marks allotted, 100 for each paper.

Sub-head (*k*) (vii).—Army veterinary organization in peace and war.

Sub-head (*k*) (viii).—Sanitation of camps, stables, and transports, from a veterinary point of view. Epizoology and the management of epizootics in peace and war.

Sub-head (*k*) (ix).—The veterinary history of previous campaigns, and the lessons to be learned therefrom. The campaign selected for the examination will be detailed annually in Army Orders.

Books recommended, in addition to those recommended for (*k*) (i), (ii) and (iii):—

Territorial Army Regulations.
Regulations for the Army in India.
Veterinary Regulations, India.
Field Service Regulations, Part II, Indian Supplement.
War Establishments, India.
Mobilization and Concentration Regulations, India.
Field Service Manual, Veterinary Services, India.
Field Service Manual, Remounts, India.
War Manual, Supply and Transport. } India.
War Manual, Veterinary. } India.
War Manual, Remounts. } India.

III.—GENERAL INSTRUCTIONS FOR THE CONDUCT OF EXAMINATIONS

1. Examination in practical subjects (a) and (c).

(*a*) *Composition of Examining Boards.*

For an examination in subject (*a*) or (*c*), the board will consist of a president, not below the rank of colonel for subject (*c*), and not below the rank of lieutenant-colonel for subject (*a*), and members not below the rank of major. When an officer not below the rank of colonel is not available for subject (*c*), a substantive lieutenant-colonel may be appointed

The president of the board will be a deputy director of medical services or an assistant director of medical services, or failing these a lieutenant-colonel, R.A.M.C. One member of the board will be a staff officer or an officer who has had recent staff experience. The officer selected should have served on both the general and administrative branches of the staff and should not be below the rank of major. The other members of the board will be R.A.M.C. officers not below the rank of lieutenant-colonel.

As a rule not more than 12 candidates will be examined by one board. If the candidates number over 8 the board will not consist of less than a president and 3 members; if 8 or under, a president and 2 members will be the minimum number required.

2. One military campaign will be selected annually, for study, and will be detailed in Army Orders.

A staff tour for the purposes of this examination will be based on the campaign selected for the year. The staff tour should extend over at *least three days.*

The examining board will draw up the necessary schemes. A candidate will be allowed a period of not less than one week in which to write his appreciation of the original scheme, and for the purposes of this appreciation he will be called upon to assume the appointment of the senior administrative medical officer of an independent force.

In all other phases of the tour he will be detailed to such appointment or appointments as he might be called upon to hold as a lieutenant-colonel, R.A.M.C. or colonel in a theatre of operations.

3. With the exception of the original appreciation, which may be written at home, the work of each candidate will be supervised on the ground by a member of the board.

In writing the original appreciation a candidate may refer to any book. In working out other problems set during the staff tour a candidate may consult only the Field Service Pocket Book.

The board will express their opinion, based on the work performed during the staff tour, including the appreciation, as to a candidate's fitness for promotion, and will classify candidates as "failed", "passed", or "distinguished". In classifying the candidates the board will be guided by the principles laid down in para. 1 (*b*) of part **III** of this appendix. The opinion of the board will be recorded on a separate A.F. B 105 for each candidate.

The board will write on foolscap a general criticism of the work performed and a special criticism of the work of any candidate which is markedly below the average, and will forward such criticisms with the proceedings, but under a separate and confidential cover, for the information of the G.O.C.-in-C. and the Under-Secretary of State, The War Office.

4. All documents and signatures must be dated, and the dates on which a candidate was examined must be stated on the form.

5. The proceedings and A.Fs. B 105 will be forwarded by the president of the board to the G.O.C.-in-C., who, if he is satisfied that the examination has been conducted in accordance with the regulations, will attach a certificate to that effect to the proceedings.

6. If the proceedings are in order, the G.O.C.-in-C. will—

(*a*) retain the proceedings;

should ensure that all officers have in their imagination a clear picture of the situation, that they can show the probable position of each part of the forces they are dealing with, and can explain what each part may be expected to be doing at that moment.

The time allowed for the problem should be given in each case. All problems will be given on the actual ground.

The exercise should involve:—

(i) the action of, and co-operation between, the different arms, including co-operation with aircraft and the tactical use of ground. It will invariably include the tactical handling of small units on the actual ground;

(ii) quick decision. To attain this, a time limit will be set for the solution of each problem;

(iii) the rapid issue of clear and concise orders. These may be either verbal or written, but written work should be reduced to a minimum. In the case of verbal orders candidates should be required to give the actual orders and not a summary.

In both cases great attention will be given to the time limit, and written orders, even if unfinished, will be collected;

(iv) topography and map reading. Questions on this subject should be worked into the general scheme and might include the rapid setting of maps by different means, locating positions, selecting covered routes from the map, &c.;

(v) problems referring to bivouacs, billeting, transport, supply of ammunition, supplies, care of troops, march discipline, military hygiene, &c.

Candidates will be questioned individually by the board on tactics, map reading and field works connected with the scheme.

The solution of all problems should be worked out on the ground, the board requiring the candidates to explain and give reasons for their dispositions. The tendency frequently shown to refer to dispositions on the map rather than on the ground must be firmly checked. In all cases verbal answers must be crisp, exact, and easily intelligible. Any vague or indefinite solutions must be severely criticised. In situations where dispositions cannot conveniently be shown on the ground they may be shown diagrammatically on a rough enlargement of the map to a scale not exceeding 4 inches to a mile.

The board should, for instructional purposes, give their solution to each problem, with reasons.

All work will be individual. Each member of the board will take each candidate in at least one situation. The examination may be conducted either by each member of the board taking a group of not more than five candidates in each particular problem (care being taken that each group is eventually taken by each member of the board), or by each member of the board taking successive candidates in particular problems. In the latter case the members of the board will be placed at different points on the ground from which their problems will be considered, and the candidates will be started at intervals and examined in succession in the various problems.

In cases where large numbers of candidates present themselves for examination, the board will be divided into groups, in the proportion of 3 examiners to each group of 9 candidates. It is left to the discretion

Books recommended—

King's Regulations.
Regulations for Medical Services of the Army:
Standing Orders (R.A.M.C. and A.D. Corps).
Field Service Manual, Medical Services.
Field Service Regulations, Vol. I.
Allowance Regulations.
Pay Warrant.
War Establishments.
Regulations for Mobilization.
Regulations for Supply, Transport and Barrack Services.
Infantry Training.

Captains, Army Dental Corps, for promotion to Major

Sub-head (j) (ii)

One paper.
Time allowed, 3 hours.
Marks allotted, 200.

Dental surgery, including war injuries coming within the scope of the dental surgeon.
Dental appliances.

Subject (k)—Royal Army Veterinary Corps

Lieutenants, Royal Army Veterinary Corps, for promotion to Captain

Three papers
Time allowed, 3 hours for each paper.
Marks allotted, 200 for each paper.

Sub-head (*k*) (i)—Duties of executive veterinary officers.

Sub-head (*k*) (ii)—A knowledge of both peace and war organization, administration, and equipment of the army veterinary services and establishments, terms of service and pay of the R.A.V.C.

Sub-head (*k*) (iii)—Horsemastership, including the transport of animals by land and sea.

Books recommended—

King's Regulations.
Field Service Regulations.
Manual of Military Law.
Pay Warrant.
Allowance Regulations.
Equipment Regulations.
Regulations for Army Veterinary Services.
Standing Orders, R.A.V.C.
Veterinary Manual (War).
Animal Management.
Remount Regulations.
War Establishments.
Diseases of Animals Acts.
Regulations for Mobilization.

less than six candidates at any sitting the board may consist of a president and one member only. If no officer of the rank of lieutenant-colonel is available a field officer of lower rank may be appointed as president, and the command order convening the board should state "No officer of the rank of lieutenant-colonel available."

(*b*) *Instructions for the Guidance of Supervising Boards.*

Officers supervising an examination are required not only to adhere strictly to every detail of the instructions given below but also to give their undivided attention to the exercise of supervision throughout the examination.

1. Separate papers in sub-heads (*b*) (i) and (*d*) (i) and subjects (*g*) and (*h*) are set for officers of the Indian Army. R.A. officers doing duty with mountain artillery formations and coast artillery in India will take the papers set in (*b*) (i) and (*d*) (i) for officers of the Indian Army. Officers of the R.E. serving with the Indian Army but not permanently appointed to Sappers and Miners, and officers of the R. Signals doing duty with the Indian Signal Corps, may take either the papers set in (*b*) (i) and (*d*) (i) for British Service officers or Indian Army officers.

2. The examinations will commence on the last Monday in March and the third Monday in October. Should Easter Monday fall in the week in which the March examination would normally be held, the examination will commence on the second Monday in that month. Candidates, on the first day on which they attend for examination, will report themselves, half an hour before the time fixed for its commencement, to receive and sign for their index numbers, and to have their seats allotted them by the board. Also, at centres at home, each candidate will address an official envelope to himself, giving the address to which the result of the examination should be sent.

3. The order of examination will be—

Day (1)	Hours (2)	Subject (3)
Monday ..	2.30 p.m. to 4.30 p.m.	Sub-heads (*b*) (i) Part I, and (*d*) (i) Part I.
	4.45 p.m. to 5.45 p.m.	Sub-heads (*b*) (i) Part II, and (*d*) (i) Part II.
	2.30 p.m. to 5.30 p.m.	Sub-head (*h*) (iv).
		Sub-head (*k*) (vii).
Tuesday ..	10 a.m. to 1 p.m. ..	Sub-heads (*b*) (iv) and (*d*) (iv).
		Sub-heads (*h*) (i), (*j*) (i) and (ii) and (*k*) (i) and (iv).
		Sub-head (*k*) (viii).
	2.30 p.m. to 5.30 p.m.	Sub-heads (*b*) (iii) and (*d*) (iii).
		Sub-heads (*h*) (ii) and (*k*) (ii) and (v).
		Sub-head (*k*) (ix).
Wednesday ..	10 a.m. to 1 p.m. ..	Sub-heads (*b*) (ii) and (*d*) (ii).
		Sub-head (*h*) (iii),
		Sub-heads (*k*) (iii), and (*k*) (vi).
	2.30 p.m. to 4.30 p.m.	Sub-heads (*d*) (v)* and (*e*) (i).*
Thursday ..	10 a.m. to 1 p.m. ..	Sub-heads (*g*) (i) and (*e*) (ii).*
	2.30 p.m. to 5.30 p.m.	Sub-heads (*g*) (ii) and (*e*) (iii).*

* These are "two-hour" papers.

president. In addition to the president the board will consist of one member for every three candidates.

An officer of the R.A.M.C. may be appointed a member of the board to assist in examining in questions of military hygiene. If such an officer is not available, the president of the board should consult with the medical authorities of the command in setting suitable questions in military hygiene in connection with the tactical scheme.

When a candidate of the R.A.M.C. presents himself for examination in sub-head (*a*) (ii) or (*c*) (ii) an officer of the R.A.M.C., not below the rank of major, should be a member of the board of examination.

A.F. B 109 will be used, on which the board will be required to certify that each officer has been thoroughly tested by them in subjects (*a*) or (*c*) as set out in II of this appendix, and to record their opinion as to the officer's fitness for promotion in so far as the examination applies.

To ensure, as far as possible, uniformity of standard in examinations throughout the Army, an officer of the general staff at the War Office will, from time to time, attend boards holding examinations in subjects (*a*) and (*c*), as an *ex-officio* member.

A G.O.C. at home will report to the Under-Secretary of State, The War Office, giving at least 28 days' notice, the dates on which boards of examination will assemble.

(*b*) *Instructions for the Guidance of Examining Boards.*

The object of this examination is to ascertain practically if an officer is fit, as a regimental officer, for promotion to higher rank.

The board are responsible for showing absolute impartiality to the candidate, and for ensuring that no officer qualifies for a superior command in war unless he shows the knowledge, the quick decision and the clearness in issuing his orders essential to a leader of men in war. The board must win the confidence of candidates. It is their duty to convince junior officers of the value and importance of these practical tests.

A simple tactical scheme dealing with a small force as laid down in the syllabus and involving several situations will be set by the board.

Questions should not be set in the examination which could be equally well answered in papers for subjects (*b*) or (*d*).

It is usually unnecessary to start the scheme with a general and special idea; a short narrative should be issued to the candidates overnight, containing everything necessary for them to know.

It will usually be advisable, with a view to making the situation realistic, to consider the force involved as forming a part of a larger force of all arms.

As a rule the map issued to the candidates should be the tactical map of the station.

The board will work out the problems on the ground previous to the examination, on the general lines laid down in Section 17, Training and Manœuvre Regulations, 1923.

The examination will be carried out by consecutive situations, the scheme being carried on by the issue of short narratives. Where the situation for any problem depends upon the solution of a previous problem it will usually be advisable for the board to issue an official solution to the earlier problem in order to retain control of the scheme.

Problems and questions should usually be handed to the candidates on printed or hectographed slips, but in such cases a member of the board

(985

13. Candidates may not leave the room during the hours of examination without finally giving up their papers. No candidate will be allowed to leave within the first half-hour, nor will a candidate who arrives after another has left be admitted.

14. The examination papers will be distributed and the replies collected by a member of the board at the appointed hours. Any candidate, however, who may have finished his replies on any subject before the hour named may deliver them to a member of the board.

15. At the close of the examination in each subject or sub-head, the board will see that all papers are marked with the correct index numbers and, having marked on the attendance list the number of books, maps, &c., handed in by each candidate, will at once place them, unfolded, in the large envelopes supplied for the purpose from the War Office, except in the case of examination centres in India and Burma, when they are supplied under arrangements made by Army Headquarters, India. These envelopes will then be secured, sealed, and marked as follows:—

Rank (Lieutenants, Captains, Majors R.A.M.C. or R.A.V.C.)

.....

Subject or Sub-head.....

Station .....

Signature of President of Board.....

Each envelope should contain a list of the index numbers (without names) of the candidates whose papers are in it. This list should be signed by a member of the board. The captains' papers must not be put in the same envelope as that containing lieutenants' papers and the papers for each sub-head must be placed in a separate envelope. The work submitted by *all* candidates at examination centres *other than those in India and Burma*, will be sent by the president of the board direct to the Director of Staff Duties, The War Office. The work of candidates sitting in India or Burma, with the exception of that in subject (*g*) R.A.S.C. which will be sent to the Director of Staff Duties, The War Office, will be despatched direct to the Chief of the General Staff, Army Headquarters, India.

The president will not allow the envelopes out of his own possession, but will, after ascertaining that they are securely fastened and sealed, post them himself at the earliest opportunity (at home centres each day).

At centres at home, on the last day of the examination, the self-addressed envelopes of candidates will be sent, in one packet, to the Director of Staff Duties (S.D. 3 c), The War Office.

16. The proceedings of the board will be recorded on A.F. A 2, and forwarded to the G.O.C. accompanied by the following certificates and documents:—

(i) A certificate that the prescribed order of examination has been strictly observed, that each member of the board has been present during the entire examination, and that no candidate received any assistance during the examination from books or other sources beyond those sanctioned in para. 10.

of the presidents of boards whether the groups of candidates remain throughout the examination with the same group of examiners or are interchanged.

The board will issue to officers the narrative, note-books and maps. Officers may also make use of the Field Service Pocket Book for carrying out the practical portion of the examination, but will on no account be permitted to use it for the oral questions. The board should not put questions entailing the memory of formulæ and figures which the candidate would not be expected to retain. With the above exceptions, officers are forbidden to employ or to have in their possession any book or map.

Marks will be allotted by the board to each problem in proportion to its relative importance to the tactical scheme.

In marking, boards should consider—

(i) whether the candidate's arrangements would be likely to achieve success on active service;

(ii) the reasons advanced by the candidate in support of his solution;

(iii) the clearness with which the solution is expressed;

(iv) *the time taken in producing the solution.*

Officers who do not pass will be so informed by the board, and told generally in what respects they have failed.

The proceedings of the boards will be dealt with as follows:—

(i) The president of the board will forward the proceedings and results (on A.F. B 109) to the G.O.C., who, if satisfied that the examination has been conducted in accordance with regulations, will sign the certificate on A.F. B 109. If any irregularity has occurred, the G.O.C. will decide whether the examination is to be annulled.

(ii) The G.O.C. will report the results of examinations to the Under-Secretary of State, The War Office, without delay, on A.F. B 109, together with a copy of the scheme and, in the case of examinations held abroad, a map.

The names of officers who have qualified will be notified in command orders, and such notification will be the authority for recording an officer as qualified in subject (*a*) or (*c*). Each officer will be furnished by his C.O. with a certified copy of the notification.

The proceedings of the board will be retained at command headquarters.

The Board will not award ·8 or more marks in subjects (*a*) or (*c*) unless they consider that the result should count towards a "Special Certificate."

(iii) The Commander-in-Chief, India, will arrange for the results of all examinations of British Service officers, including those attached to the Indian Army, to be reported to the Under-Secretary of State, The War Office, for record. The corps shown against the officer's name will be that to which he has been gazetted.

2. Examination in the written subjects (b), (d), (e), (g), (h), (j) and (k).

(*a*) *Composition of Supervising Boards.*

Boards to supervise these examinations will consist of a lieutenant-colonel as president and two other field officers as members. When there are

Special Certificate.

Subjects (*a*) and (*b*) .. ·8 in the aggregate of each subject.
Subjects (*c*) and (*d*) .. ·8 in the aggregate of each subject.

To obtain a special certificate, the candidate must—

(i) have been recommended by the board at the practical examination.
(ii) take the whole of subject (*b*) or (*d*) at the same examination and pass in each sub-head at the first attempt.

When an officer has to qualify in a technical examination, the specia certificate will not be issued until he has passed in this subject.

A certificate that the candidate has passed a Junior Officers' Course at the School of Military Administration with distinction will be accepted as ·8 marks, if issued prior to 1st October, 1923, in Part I, or if issued subsequent to 30th September, 1923, in both Parts I and II of sub-heads (*b*) (i) or (*d*) (i), as the case may be, at his next examination for promotion.

A major R.A.M.C. or a major R.A.V.C. who obtains ·8 marks in sub-heads (*h*) (iv) or (*k*) (vii), (viii) or (ix), respectively, will have this fact recorded against his name in the list published at the termination of the examination.

by the matron, for a period of two months, or has discharged matron's duties for two months. This certificate will be signed by the matron of the hospital in which the sister is serving. To enable a sister of Q.A.I.M.N.S. to procure this certificate she may, six months prior to the completion of the period stated in para. 869 as far as circumstances admit, at her own request, undergo a two months' course of special instruction in matron's duties.

4. *Books recommended*—

King's Regulations.
Alternate Regulations.
Pay Warrant.
Regulations for Medical Services of the Army.
Field Service Manual for Medical Services of the Army.
Standing Orders, R.A.M.C.
Official History of the War. Medical Services, Vol. I.
Royal Army Medical Corps Journal.
Regulations for Supply, Transport and Barrack Services.
The medical and surgical books authorised for the training of orderlies.

General Instructions for Boards

5. When begun, the examination will be concluded without unnecessary delay.

6. (a) On completion of the written examination at stations at home, the board will transmit the papers of the candidates under sealed cover to "the Board of Examiners, Queen Alexandra's Imperial Military Nursing Service," c/o Director-General, Army Medical Services, The War Office, London.

(b) At stations abroad, the board will compile separate proceedings for each sister orally examined. They will enclose with such proceedings (i) the written examination papers, with replies; (ii) the written questions on the lecture handed in by the sister; and (iii) the marks allotted to candidate in the oral portion of the examination.

7. At stations, both at home and abroad, the local board will sign the following certificate:—

"We hereby certify that we have conducted the examination of Sister....., Queen Alexandra's Imperial Military Nursing Service, in strict accordance with para. 869 and Appendix XI, King's Regulations."

8. (a) The board of examiners referred to in para. 869 will sign the following certificate:—

"We hereby certify that we have examined Sister..... for promotion to the rank of matron. She has been thoroughly tested in accordance with Appendix XI, King's Regulations, and we are of opinion that she has attained the necessary standard in the subjects in which she has been examined."

(b) Should one of the board demur to signing this certificate she will record her reasons on the back. If two members decline to sign, the candidate will be informed by the president that she has failed.

(ii) A certificate written and signed by each candidate that he has neither received nor given any assistance during the examination beyond that sanctioned in para. 10.

(iii) Lists of candidates examined (on A.Fs. B 2053), with their signatures and addresses.

(iv) The attendance lists.

17. The G.O.C. will add a list of officers who have been permitted to withdraw or who have absented themselves from the examination, together with the reason in each case.

18. The G.O.C. will transmit the proceedings of the boards from centres *other than in India and Burma* to the Director of Staff Duties, The War Office, as early as possible. Proceedings from centres in India and Burma will be sent by the G.O.C. to the Chief of the General Staff, Army Headquarters, India.

The G.O.C. will be furnished with lists of successful and unsuccessful candidates by the Under-Secretary of State, The War Office, or, in the case of India and Burma, by Army Headquarters, India. The names of those officers who have passed or gained a special certificate will be notified in command orders, and such notification will be the authority for recording an officer as qualified. Each officer will, in addition, be furnished by the Under-Secretary of State, The War Office, or, in the case of officers examined in India or Burma by Army Headquarters, India, with a list of the marks he has obtained, and such communication may, if necessary, be produced as an authority.

19. The Commander-in-Chief, India, will arrange for the results of all examinations of British Service officers, including those attached to the Indian Army, to be reported to the Under-Secretary of State, The War Office, for record. The corps shown against the officer's name will be that to which he has been gazetted.

IV.—STANDARD OF QUALIFICATION

The proportion of marks required for a "pass" and for obtaining a "special certificate" will be as follows:—

Pass.

Subject (*a*)	.. ..	·6 in the aggregate.
Subject (*b*)	.. ..	·5 in (*b*) (i) Part I, (*b*) (i) Part II, and in each other sub-head.
Subject (*c*)	.. ..	·6 in the aggregate.
Subject (*d*)	.. ..	·5 in (*d*) (i) Part I, (*d*) (i) Part II, and in each other sub-head.
Subject (*e*)	.. ..	·5 in each sub-head.
Subject (*f*)	.. ..	·5 in the aggregate.
Subject (*g*)	.. ..	·5 in each sub-head.
Subject (*h*)	.. ..	·5 in each sub-head.
Subject (*j*)	.. ..	·5 in each sub-head.
Subject (*k*)	.. ..	·5 in each sub-head.

(*j*) The optional subjects in which he is desirous of being examined.

(ii) *Certificate B* (not required in the case of officers of mounted units). That he is able to ride sufficiently well to perform efficiently the duties of a staff officer. A candidate whose certificates have been accepted by the Army Council will not be required to furnish this certificate again should he apply to compete at a subsequent examination.

(iii) *Certificate C.*

(*a*) From a medical board composed of regular officers, to the effect that he is in good health, and physically fit for the active duties of the staff, and that his hearing and eyesight are good. His acuteness of vision will be recorded as follows:—

Distant vision.

Without glasses.	After correction.
Right eye—V=	V=
Left eye—V=	V=

Near vision.

Right eye reads.	Left eye reads.

(*b*) Any portion of the above certificate not applicable to the officer in question should be amended as necessary.

(iv) *Certificate D.*

(*a*) This certificate will be furnished either by a G.O.C. or by a colonel commandant and will state that he has personally made himself thoroughly acquainted with the professional qualifications and character of the officer and that he considers him in all respects likely to make an efficient staff officer and fit for command of troops in the field. It will be based upon a period of attachment of not less than four weeks' duration to the staff of the commander by whom the certificate is rendered. This attachment will be carried out at such a period as will ensure a thorough test of the officer's capacity for command and for staff employment both in the field and in an office. Officers seconded to the Royal Air Force will carry out this attachment with an army formation, provided that the officer concerned can be made available for the period. In the case of an officer serving in an appointment or a command where it is impossible to observe his work in the field, arrangements will be made for his attachment to the staff of a commander at some other place where the spirit of these regulations can be carried out. Except as a special case, with regard to which reference must be made to the Under-Secretary of State, The War Office, this certificate will not be accepted if it was signed more than a year before the date of the officer's first application to attend the entrance examination.

(*b*) A candidate whose certificates have been accepted by the Army Council will not be required to furnish this certificate again should he apply to compete at a subsequent examination. The reporting officer, however, in forwarding such subsequent application, will make any remarks which he may consider useful to higher authority.

(*c*) In the case of an officer who has been accepted for the Staff College, Quetta, and is competing for the first time for the Staff College, Camberley, a copy of this certificate as accepted by the Commander-in-Chief, India, or a fresh certificate, will be furnished.

(*d*) It is desirable that an officer should give notice through his C.O. of his wish to compete at an examination before the beginning of the

APPENDIX XI

PROMOTION TO MATRON, QUEEN ALEXANDRA'S IMPERIAL MILITARY NURSING SERVICE

(*Referred to in para.* 869.)

1. The board of examiners for sisters, Q.A.I.M.N.S., for the rank of matron, will consist of a principal matron as president, and two matrons as members. At a station abroad a board will be appointed to conduct the oral portion of the examination under arrangements made by the Director-General, Army Medical Services. The written portion of the examination will be supervised by a local board, consisting of a matron as president and two sisters as members. The board will test the capabilities of the sister as follows :—

(*a*) The examination will be written and oral, the written portion consisting of four questions, for which three hours will be allowed. Papers for this portion will be prepared under the direction of the Director-General, Army Medical Services. Application for permission to be examined will therefore be submitted to the War Office in time to enable papers to reach the respective commands before the date of examination.

(*b*) The time allowed for the oral portion will be 15 minutes.

(*c*) The examination will consist of questions framed with a view to ascertaining how the candidate would deal with situations such as might occur in the ordinary course of her duties.

(*d*) The following books of regulations will be allowed for answering this paper—Regulations for the Medical Services of the Army, Standing Orders, R.A.M.C., Royal Warrant for Pay, and Allowance Regulations. These books may not contain any additions whatever other than official amendments.

(*e*) The candidate will be required to deliver before the examiners a lecture adapted to the training of orderlies, R.A.M.C., on one of the subjects laid down in the syllabus contained in R.A.M.C. Standing Orders. The time allotted for this should not exceed 45 minutes.

(*f*) Written questions on the lecture (suitable for the orderlies attending) must be handed in at the time of examination.

(*g*) Marks for the examination.

Written	75
Oral	50
Lecture	25
Total	150

2. To qualify, candidates must obtain 50 per cent. of marks in each portion of the examination. Marks will be allotted by each examiner independently, and the mean of these marks will indicate the final result.

3. Each sister will send, by 1st November, a certificate to the effect that she has, during the 12 months previous to the date on which the examination is held, undergone special instruction in duties of matrons,

APPENDIX XIII

(*Referred to in para.* 807.)

CERTIFICATES TO BE FURNISHED IN RESPECT OF OFFICERS APPLYING TO ATTEND THE ADVANCED CLASS AT THE MILITARY COLLEGE OF SCIENCE, WOOLWICH

The following certificates (A.F. C 2113) will be required before an officer is permitted to attend the Advanced Class, Military College of Science:—

(*a*) *Certificate A* will be completed, signed and dated by the candidate, and will show his—

(i) rank and name,

(ii) unit,

(iii) station or address up to date of examination,

*(iv) date of birth and age on 1st January in the first year of the class, and

*(v) length of service to 1st January in the first year of the class.

(*b*) *Certificate B* will be furnished by a medical board, composed of medical officers, to the effect that he is in good health, and physically fit for the active duties of the staff, and that his hearing and eyesight are good. His acuteness of vision will be recorded as follows:—

Distant vision

	Without glasses	After correction
Right eye	V =	V =
Left eye	V =	V =

Near vision

Right eye reads..... Left eye reads.....

(*c*) *Certificate C* will be furnished by the officer responsible for the list on which the candidate's name is recorded, as laid down in para. 807, and will state:—

(i) that, if not already a captain, he has qualified for promotion to that rank,

(ii) that he is in every respect an intelligent and good regimental officer, of good business habits and possessing a working knowledge of elementary mathematics,

(iii) the date on which his name was recorded on the selected list referred to in para. 807,

(iv) that he is an officer whom he (the C.O.) would select to serve on his own staff, and

(v) that he has, so far as the C.O. is able to form an opinion, shown aptitude for the scientific and technical side of his profession.

* Candidates who are over 35 years of age or who have less than 5 years' commissioned service at the commencement of the Advanced Class course will not be accepted.

(*b*) Category II.—Experimental Training.

(*c*) Category III.—Army Manœuvres.

(ii) The amount allotted to Category I will be re-allotted to commands according to the number of units on the strength of the command, and each G.O.C.-in-C. notified on A.F. M 1442 of the allotment for his command.

(iii) The sum allotted to Category II will be the amount required for experimental schemes approved by the Army Council, and will be notified to the G.O.C.-in-C. on A.F. M 1442.

(iv) The sum allotted to Category III will be dealt with by the general staff at the War Office.

9. The expenditure of the money allotted for Categories I and II will be left to the G.O.C.-in-C. of a command, subject to the instructions contained on A.F. M 1442.

10. The normal allocation of work in a command under Category I will be as follows:—

(i) The commanders immediately subordinate to command headquarters will each submit, by 1st February, a programme of the training they desire to carry out during the ensuing financial year, with an estimate of the cost of each item.

(ii) The general staff branch will then add items of training initiated at command headquarters and send the complete programme to the officer i/c administration to have the estimates of cost worked out and entered.

(iii) On the receipt of the War Office letter announcing the amount of the annual allotment to the command, the general staff, under the instructions of the G.O.C.-in-C., will review the training programmes, amend them where necessary, and notify "allottees" (*i.e.*, commanders immediately subordinate to command headquarters) of the amount of their allotment of the training grant for the ensuing financial year.

(iv) "Allottees" will be responsible for the administration and judicious expenditure, under the regulations, of their allotments on the services approved by the G.O.C.-in-C.

(v) Any administrative work in connection with the portion of the training grant retained as the command headquarters allotment will be carried out by the officer i/c administration, but the determination of the training services on which it is to be expended will rest with the general staff branch, acting under the instructions of the G.O.C.-in-C.

11. On 30th June, 30th September, 31st December, and 31st March of each year, the G.O.C.-in-C. will forward to the general staff at the War Office a statement on A.F. M 1442, showing the amount of expenditure and the balance in hand at the date of the return. The general staff at the War Office will, where considered necessary, re-allot to a command a portion of the unexpended balance of another command.

12. (*a*) In the case of the movement of a unit on a normal trooping programme, the unexpended balance of the training grant of the unit

(*d*) (i) *Certificate D* will consist of satisfactory reports given confidentially and independently by the C.O. and the next two senior officers of his unit, one of whom, in the case of the R.A., must be the major in command of the candidate's battery. In the case of an officer serving away from his regular unit, one Certificate D should be furnished by the officer responsible for rendering the candidate's annual confidential report (*see* paras. **210 — 214**), who will obtain a separate Certificate D from each of the two senior officers of the regular unit in which the candidate last served who are personally acquainted with him.

(ii) The reporting officers will record their opinions as to the candidate's suitability or otherwise for admission to the Military College of Science, by stating:—

(*a*) whether his conduct is marked by steadiness and prudence, and whether he is temperate in his habits.

(*b*) whether he is active and energetic and has force of character.

(*c*) whether he displays zeal, activity, intelligence and discretion in the performance of his duties and takes an interest in his profession.

(*d*) whether his disposition and temper are such as to enable him to perform his duties with tact and discrimination, and in a manner calculated to ensure cheerful obedience of orders conveyed by him.

(*e*) whether he has any other characteristics which render him suitable or otherwise for scientific and technical employment.

(iii) In addition, any other characteristics or qualifications which they consider the candidate possesses, or is wanting in, which make his selection for the Military College of Science course desirable or otherwise, will be reported upon.

APPENDIX XVI

CANDIDATES FOR REGISTRATION FOR APPOINTMENT TO TEMPORARY COMMISSIONS AS QUARTERMASTERS, &c., ON MOBILIZATION

1. (*a*) The appointments for which candidates will be registered are:—
   Quartermaster—all arms of the service.
   Inspector of Royal Engineer Machinery.
   Surveyor of Works.
   Mechanist Officer.
   Ordnance Executive Officer, 3rd class.
   Assistant Ordnance Mechanical Engineer.
   Assistant Inspector of Armourers.

(*b*) Candidates eligible for registration are:—

(i) Warrant officers, Class I .. ..
(ii) Regimental quartermaster-serjeants .. ..
(iii) Other warrant officers, Class II, who have had suitable experience in non-commissioned rank as squadron, battery or company quartermaster-serjeants, or in a technical capacity ..
(iv) Squadron, battery or company quartermaster-serjeants .. ..

} Substantive rank only to count.

2. (*a*) A candidate may be recommended for registration at any time within two years of his discharge, provided that he is recommended by his C.O. as likely to make an efficient quartermaster, &c.

(*b*) Recommendations will be submitted on A.F. B 2065.

3. (*a*) Candidates will be divided into two classes—

Class I—To consist of those fit for general service and under 50 years of age; to be earmarked for service overseas.

Class II—To consist of those, excluding Class I, under 55 years of age; to be earmarked for service at home.

(*b*) Candidates will pass automatically from Class I to Class II on attaining the age of 50 years, and all candidates will be removed from the register on attaining the age of 55 years.

4. (*a*) A candidate selected for appointment to a commission as quartermaster, &c., would, if still serving, be discharged from his engagement,

(*b*) As far as possible a candidate would be appointed in the arm of the service in which he had served in the ranks, but in the exigencies of the service he may be appointed to any post for which he is considered to be qualified.

5. The name of a candidate registered at the War Office will be notified to the officer i/c records concerned on A.F. B 2065A, and this form will be attached to the candidate's original attestation.

6. In the event of anything arising in connection with the conduct or health of a candidate which may render him ineligible for appointment to a commission, such information should at once be reported direct to the Under Secretary of State, The War Office, by the candidate's C.O.

7. Postings, transfers and discharges will be reported to the Under-Secretary of State, The War Office, by officers i/c records (*see* A.F. B 2065A).

APPENDIX XV

PRINCIPLES TO BE ADOPTED IN THE ALLOCATION OF WORK IN REGARD TO TRAINING MATTERS BETWEEN THE GENERAL STAFF BRANCH AND THE OFFICER i/c ADMINISTRATION

1. The guiding principle to be followed in determining the allocation of work between the general staff branch and the officer i/c administration with regard to training matters is that the general staff, under the instructions of the G.O.C.-in-C., should determine what training services are to be carried out, and that the officer i/c administration should arrange for the execution of all the resultant administrative details.

2. The general staff should not be required to work out any administrative details.

3. In selecting ground for training where the Manœuvres Act is not enforced, the general staff should determine the ground required for training after consultation with the other branches of the staff, assisted by the technical advisers concerned. After the ground has been thus selected, the officer i/c administration should arrange for the execution of all administrative details.

4. Letters emanating from the general staff branch at the War Office will be marked by the command central registry in the first instance to the general staff branch, who will pass them to the branch concerned for any administrative action that may be necessary.

5. Similarly, all administrative action entailed by instructions emanating from the general staff branch at the War Office or the command should be carried out by the officer i/c administration.

6. The general arrangements for carrying out courses of instruction and examinations, the determination of the numbers to attend and the general principle on which they are to be detailed are matters for the general staff. But the actual detailing of the officers and the men to attend schools, courses and examinations, on the lines thus laid down by the general staff branch, will be carried out by the adjutant-general's branch.

7. Officers required as umpires, or for special duty in connection with training, will be selected by the general staff branch and detailed by the adjutant-general's branch. In the case of an officer not being available for the duty, the adjutant-general's branch will acquaint the general staff branch, so that another officer may be selected and detailed for the duty.

8. The normal procedure with regard to the allotment of sums of money for the training of the Regular Army will be as follows:—

(i) The general staff at the War Office will, after ascertaining the sum available for field training, sub-divide it under three categories, viz.:—

(*a*) Category I.—General Training.

(*d*) Yeoman of the Guard

(i) A candidate for appointment must be:—

(*a*) A discharged warrant officer or N.C.O. not under the rank of serjeant who has completed 21 years' service in the Regular Army and/or in the Royal Air Force.

(*b*) Of exemplary character.

(*c*) Under 50 years of age.

(*d*) Of not less than 5 feet 10 inches in height (measured without boots) and of not less than 36 inches chest measurement.

(*e*) In possession of at least one medal for field service.

(ii) The application should be accompanied by:—

(*a*) Record of service (A.F. B 200).

(*b*) Copies of conduct sheets.

(*c*) A certificate, signed by an officer of the R.A.M.C., showing the exact height (without boots) and chest measurement at the time of application.

(*e*) Warder of the Tower

Applications should be addressed to the Constable of the Tower London, with whom the nomination rests.

Record Office	Corps	Allotment of blocks of numbers	
		From	To
York	Northumberland Fusiliers ..	4,256,001	4,334,000
	East Yorkshire Regiment ..	4,334,001	4,379,000
	Green Howards	4,379,001	4,435,000
	Durham Light Infantry ..	4,435,001	4,523,000
	West Yorkshire Regiment ..	4,523,001	4,601,000
	Duke of Wellington's Regiment	4,601,001	4,680,000
	King's Own Yorkshire Light Infantry	4,680,001	4,736,000
	York and Lancaster Regiment	4,736,001	4,792,000
Lichfield	Lincolnshire Regimen ..	4,792,001	4,848,000
	Leicestershire Regiment ..	4,848,001	4,904,000
	South Staffordshire Regiment	4,904,001	4,960,000
	Sherwood Foresters	4,960,001	5,038,000
	North Staffordshire Regiment	5,038,001	5,094,000
Warwick	Royal Warwickshire Regiment	5,094,001	5,172,000
	Gloucestershire Regiment ..	5,172,001	5,239,000
	Worcestershire Regiment ..	5,239,001	5,328,000
	Royal Berkshire Regiment ..	5,328,001	5,373,000
	Oxfordshire and Buckinghamshire Light Infantry	5,373,001	5,429,000
Exeter	Duke of Cornwall's Light Infantry	5,429,001	5,485,000
	Hampshire Regiment ..	5,485,001	5,562,000
	Wiltshire Regiment	5,562,001	5,608,000
	Devonshire Regiment ..	5,608,001	5,662,000
	Somerset Light Infantry ..	5,662,001	5,718,000
	Dorsetshire Regiment ..	5,718,001	5,763,000
Warley	Norfolk Regiment	5,763,001	5,819,000
	Suffolk Regiment	5,819,001	5,875,000
	Northamptonshire Regiment	5,875,001	5,931,000
	Cambridgeshire Regiment ..	5,931,001	5,942,000
	Bedfordshire and Hertfordshire Regiment	5,942,001	5,998,000
	Essex Regiment	5,998,001	6,076,000
Hounslow	Royal West Surrey Regiment	6,076,001	6,132,000
	East Surrey Regiment ..	6,132,001	6,188,000
	Middlesex Regiment	6,188,001	6,278,000
	Buffs	6,278,001	6,334,000
	Royal West Kent Regiment	6,334,001	6,390,000
	Royal Sussex Regiment ..	6,390,001	6,446,000
	Royal Fusiliers	6,446,001	6,515,000
London, 80, Pall Mall, London, S.W. 1	London Regiment and Inns of Court O.T.C.	6,515,001	6,825,000
	Honourable Artillery Company (Infantry)	6,825,001	6,837,000
Rifle, Winchester	King's Royal Rifle Corps ..	6,837,001	6,905,000
	Rifle Brigade	6,905,001	6,972,000
Hamilton	Royal Inniskilling Fusiliers	6,972,001	7,006,000
	Royal Ulster Rifles	7,006,001	7,040,000
	Royal Irish Fusiliers	7,040,001	7,075,000
	Royal Dublin Fusiliers* ..	7,075,001	7,109,000
Warwick	Royal Irish Regiment* ..	7,109,001	7,143,000
	Connaught Rangers*	7,143,001	7,177,000
	Leinster Regiment*	7,177,001	7,211,000
	Royal Munster Fusiliers* ..	7,211,001	7,245,000

* Disbanded.

APPENDIX XVII

CONDITIONS FOR APPOINTMENT TO HIS MAJESTY'S BODY GUARD, &c.

Applications from officers to have their names placed on the lists of candidates for appointment, after retirement, to his Majesty's Body Guard of the Honourable Corps of Gentlemen-at-Arms, as Exons in the King's Body Guard of the Yeomen of the Guard, or as Military Knights of Windsor, should be addressed to the Under Secretary of State, The War Office, to whom also recommendations of warrant officers or serjeants for appointment, after discharge, as Yeomen of the Guard, should be forwarded.

(*a*) His Majesty's Body Guard of the Honourable Corps of Gentlemen-at-Arms

(i) A candidate for appointment must be:—

(*a*) A retired officer of the category defined in para. **173**, or a retired officer of the Royal Marines.

(*b*) Not over 50 years of age.

(*c*) Not less than 5 feet 8 inches in height (measured without boots).

(*d*) In possession of at least one medal for field service.

(ii) Vacancies are filled by His Majesty, on the recommendation of the captain of the corps, from a list of officers of long or meritorious service kept at the War Office.

(*b*) Exon in the King's Body Guard of the Yeomen of the Guard

(i) A candidate for appointment must be:—

(*a*) A retired officer of the category defined in para. **173**, or a retired officer of the Royal Marines.

(*b*) Not over 50 years of age.

(*c*) In possession of at least one medal for field service.

(*d*) Not less than 5 feet 10 inches in height (measured without boots).

(ii) Vacancies are filled by His Majesty, on the recommendation of the captain of the King's Body Guard, from a list of officers of long and good service kept at the War Office.

(*c*) Military Knight of Windsor

A candidate for appointment must be:—

(*a*) Under 73 years of age.

(*b*) A "gentleman brought to necessity," but whose income does not amount to less than £50 per annum for himself, and £25 per annum for his wife, and £25 per annum for every other individual dependent on him.

be forwarded to the Army Council for approval, accompanied by a general description of the invention. When, however, permission has already been given to lodge a complete specification and obtain a British patent for the same, such description need not accompany the application.

---

7. (*a*) It may be useful for the information of inventors to state that, speaking generally, there are three alternative courses which are adopted by the Army Council in dealing with an invention or patent, viz. :—

(i) Where the Army Council (or Admiralty, or Air Council) desire to retain complete control of the invention or patent, in which case assignment to the Secretary of State (or Admiralty, or Air Council) will be ordered, and the inventor will not be allowed to dispose of the commercial uses of his patent if it has any.

(ii) Where the Army Council are satisfied with an agreement giving the Government and its contractors a right to use the invention or patent, but otherwise leaving the inventor free to dispose of his invention or patent for commercial purposes.

(iii) Where the Army Council do not consider that they have any interest in the invention or patent and leave it to be dealt with entirely by the inventor and release him from the obligations he has entered into.

(*b*) If an inventor wishes his invention or patent to be dealt with under heads (*a*) (ii) or (iii), he must make a written application through the usual channel for that purpose. It must be understood that the matter is entirely in the discretion of the Army Council, and that they cannot undertake to deal with any particular invention or patent according to any one of the above-mentioned methods, but may adopt some different course in the matter.

8. An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, &c., incurred by him personally, as well as of any consideration he may have received directly or indirectly in respect of the invention.

APPENDIX XVIII

LIST OF RECORD OFFICES AND OF ARMY NUMBERS ALLOTTED TO CORPS

Record Office	Corps	Allotment of blocks of numbers	
		From	To
Royal Army Service Corps, Deptford, S.E. 8	Royal Army Service Corps ..	1	294,000
1st Life Guards	1st Life Guards	294,001	299,000
2nd Life Guards	2nd Life Guards	299,001	304,000
Royal Horse Guards	Royal Horse Guards	304,001	309,000
Cavalry, Canterbury ..	Lancers	309,001	386,000
	Dragoons	386,001	528,000
	Hussars	528,001	721,000
Royal Artillery, Woolwich Dockyard	Royal Artillery ..	721,001	1,396,000
,, ,, ,,	Honourable Artillery Company (Batteries)	1,400,001	1,842,000
Royal Engineers, Chatham ..	Royal Engineers	1,396,001	1,400,000
Royal Corps of Signals ..	Royal Corps of Signals	1,842,001	2,303,000
Grenadier Guards	Grenadier Guards	2,303,001	2,604,000
Coldstream Guards	Coldstream Guards	2,604,001	2,646,000
Scots Guards	Scots Guards	2,646,001	2,688,000
Irish Guards ..	Irish Guards	2,688,001	2,714,000
Welsh Guards ..	Welsh Guards	2,714,001	2,730,000
Birdcage Walk, London, S.W. 1.		2,730,001	2,744,000
Infantry—			
Perth	Black Watch	2,744,001	2,809,000
	Seaforth Highlanders ..	2,809,001	2,865,000
	Gordon Highlanders	2,865,001	2,921,000
	Cameron Highlanders ..	2,921,001	2,966,000
	Argyll and Sutherland Highlanders	2,966,001	3,044,000
Hamilton	Royal Scots	3,044,001	3,122,000
	Royal Scots Fusiliers ..	3,122,001	3,178,000
	King's Own Scottish Borderers ..	3,178,001	3,233,000
	Cameronians	3,233,001	3,299,000
	Highland Light Infantry ..	3,299,001	3,377,000
	East Lancashire Regiment ..	3,377,001	3,433,000
	Lancashire Fusiliers	3,433,001	3,511,000
Preston	Manchester Regiment	3,511,001	3,589,000
	Border Regiment	3,589,001	3,644,000
	Prince of Wales's Volunteers	3,644,001	3,701,000
	King's Own Royal Regiment	3,701,001	3,757,000
	King's Regiment	3,757,001	3,846,000
	Loyal Regiment	3,846,001	3,902,000
	South Wales Borderers ..	3,902,001	3,947,000
	Welch Regiment	3,947,001	4,025,000
ewsbury	King's Shropshire Light Infantry	4,025,001	4,070,000
	Monmouthshire Regiment ..	4,070,001	4,103,000
	Herefordshire Regiment ..	4,103,001	4,114,000
	Cheshire Regiment	4,114,001	4,178,000
	Royal Welch Fusiliers ..	4,178,001	4,256,000

be forwarded to the Army Council for approval, accompanied by a general description of the invention. When, however, permission has already been given to lodge a complete specification and obtain a British patent for the same, such description need not accompany the application.

---

7. (*a*) It may be useful for the information of inventors to state that, speaking generally, there are three alternative courses which are adopted by the Army Council in dealing with an invention or patent, viz. :—

(i) Where the Army Council (or Admiralty, or Air Council) desire to retain complete control of the invention or patent, in which case assignment to the Secretary of State (or Admiralty, or Air Council) will be ordered, and the inventor will not be allowed to dispose of the commercial uses of his patent if it has any.

(ii) Where the Army Council are satisfied with an agreement giving the Government and its contractors a right to use the invention or patent, but otherwise leaving the inventor free to dispose of his invention or patent for commercial purposes.

(iii) Where the Army Council do not consider that they have any interest in the invention or patent and leave it to be dealt with entirely by the inventor and release him from the obligations he has entered into.

(*b*) If an inventor wishes his invention or patent to be dealt with under heads (*a*) (ii) or (iii), he must make a written application through the usual channel for that purpose. It must be understood that the matter is entirely in the discretion of the Army Council, and that they cannot undertake to deal with any particular invention or patent according to any one of the above-mentioned methods, but may adopt some different course in the matter.

8. An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, &c., incurred by him personally, as well as of any consideration he may have received directly or indirectly in respect of the invention.

Description of Return	No. of Army Form and when to be sent
By G.O.C.-in-C.—*cont.*	
Yearly—cont.	
Consolidated return of all ammunition (except for fixed armaments and S.A.A.) on charge of troops and in store.	A.F. G 903. To be compiled for 31st March in each year.
Lecturing apparatus on charge	A.F. G 1019. So as to be received by 31st March.
Annual estimates for pay—	
Staff	A.F. M 1432 } So as to be received by 1st October.
Chaplains, officiating clergy, &c. ..	A.F. M 1433 }
R.A.O.C.	A.F. M 1435 }
Personnel for R.E. Services	A.F. M 1436 }
Annual estimate for expenditure on—	
Engineer Services	A.F. M 1400A. So as to be received by 1st October.
Lands and property	A.F. M 1430. So as to be received by 15th October.
Supplies (Vote 6) (abroad)	A.F. M 1441. So as to be received by 1st November.
R.A.S.C. subordinate establishments	A.F. M 1434. So as to be received by 1st October.
Allowances (lodging, stable and transport, &c.) (Vote 5) (abroad)	A.F. M 1440. So as to be received by 1st November.
Allowances (lodging, stable and transport, &c.) (Vote 5) (home)	A.F. M 1431. So as to be received by 1st November.
Blank ammunition for training, &c.	A.F. G 913. Immediately amount of money available is known.
Stores for conveyance home	A.F. G 1055. So as to be received by 1st September.
Return of officers for relief under para. 194	Manuscript. 1st April.
Return of soldiers for relief under para. 304	Manuscript. 1st April to officer i/c *records*.
Narrative report on small arms weapon training of all Regular Army, T.A. and Supplementary Reserve units in the command	Manuscript. *Home.*—by 31st December, to Commandant, Small Arms School, Hythe, for transmission to the Under Secretary of State, The War Office, together with the regimental weapon training returns (A.F. B 187) of regular units, and divisional weapon training returns (A.F. E 567) of T.A. divisions. *Abroad*—within six weeks of the conclusion of the weapon training year, to Commandant, Small Arms School, Hythe.
Narrative report on machine-gun training of all cavalry and infantry units of the Regular Army, T.A. and Supplementary Reserve in the command	Manuscript to *Commandant, Small Arms* School (Machine Gun Wing), Netheravon, for transmission to the Under-Secretary of State, The War Office, together with the machine-gun squadron or platoon annual machine-gun returns (A.F. B 192M) of regular units, and regimental Vickers machine-gun return (A.F. E 570) of T.A. units. *Home*—by 1st December. *Abroad*—within 6 weeks of the conclusion of the weapon training year, to Commandant, Small Arms School (Machine Gun Wing), Netheravon.

APPENDIX XX

REPORTS AND RETURNS

The returns set out below will be rendered to the Under-Secretary of State, The War Office, except where otherwise directed.

Description of Return	No. of Army Form and when to be sent
BY G.O.C.-IN-C.	
Yearly	
Return of guns and mountings held on charge as reserves for fixed armaments	Manuscript. 31st March.
Return of ammunition held on charge for guns in fixed armaments and practice batteries	Manuscript. 31st March.
Return of horse, field, &c., guns and carriages held on charge	A.F. E 505 (in duplicate). 1st October.
Return of machine guns held on charge by troops and in store, excepting those held on approved armaments	Manuscript. 31st March.
Returns of dismounted ordnance	Manuscript. 1st April, through G.O.C.-in-C. Only required for guns of fixed armaments.
Detail of changes in armament	A.F. G 819. 1st April, through G.O.C.-in-C.
Report of promulgation of Army Act (abroad only)	Manuscript. After promulgation.
Secret documents (exclusive of ciphers and documents relating thereto)	A.F. A 24. 1st December.
Ciphers and documents relating thereto ..	A.F. A 24A. 1st December.
Confidential reports (officers)—	
General and Administrative Staff ..	A.F. B 194. Not later than 1st January.
Cavalry	A.F. B 194 } After annual inspection
R.A.	A.F. B 194 } After annual inspection
R.E.	A.F. B 194 } After annual inspection
R. Signals	A.F. B 194 and A.F. B 194B } After annual inspection
Infantry	A.F. B 194 } After annual inspection
R. Tank Corps	A.F. B 194 } After annual inspection
Instructional staffs at training schools	A.F. B 194 } 1st January.
R.A.S.C.	A.F. B 194 } 1st January.
R.A.M.C. and A.D. Corps	A.F. B 194 } 1st January.
R.A.V.C.	A.F. B 194 } 1st January.
A.E.C.	A.F. B 194 and *A.F. B 194A } Not later than 1st September.
Chaplains	A.F. C 302 } Not later than 1st September.
Staff for R.E. Services	A.F. C 328 } Not later than 1st September.
Q.A.I.M.N.S.	A.F. C 339A. 1st January.
R.A.O.C.	A.F. B 194 } Not later than 1st September.
R.A.P.C.	A.F. B 194 } Not later than 1st September.
Consolidated annual return of S.A.A. on charge of troops and in store	A.F. G 814 } To be compiled for 31st March and despatched so as to reach the War Office from commands at home by 30th April and commands abroad by 31st May.
Consolidated return of small arms held on charge by troops and in store	A.F. G 893 } To be compiled for 31st March and despatched so as to reach the War Office from commands at home by 30th April and commands abroad by 31st May.

* For officers with less than four years' commissioned service only.

APPENDIX XXI

CEREMONY TO BE OBSERVED AT A MILITARY FUNERAL

(*Referred to in paras.* 934-943.)

1. (*a*) A firing party, consisting of 1 serjeant, 1 corporal and 12 privates will attend to fire volleys at the funeral of all officers (under the rank of major-general) and soldiers.

(*b*) A firing party will not attend, as such, on the occasion of the funeral of officers of and above the rank of major-general, its place being taken by a leading detachment from the escort (mentioned in column 4 of the table in para. 936); strength, 1 serjeant, 1 corporal and 12 privates.

2. The bearer party, consisting of an officer, warrant officer or N.C.O. in charge, and 8 bearers, the rank of whom will depend upon the rank or status of the deceased, will see that the flag, head-dress, side-arms and wreaths (if any) are properly arranged on, and tied to, the coffin to prevent them from falling.

3. The firing party or leading detachment will be drawn up two deep, one pace interval between files, facing the building where the body is placed. The corporal will be on that flank of the front rank towards which the procession will move. The serjeant will give all words of command and be posted in rear of the centre. Arms will be at the slope. As soon as the body is brought out of the building by the bearers, the serjeant in charge of the firing party or leading detachment will give the command "Present arms." When the coffin has been placed on the gun carriage or in the hearse and the cortège is ready to move off, he will give the following words of command:—"Reverse arms"—"Right (or Left) turn" (the corporal taking up his place two paces in front and midway between the ranks) —"Slow march."

4. (*a*) The military mourners, band and drummers with drums muffled will have formed up in two ranks facing inwards with two paces interval between men and eight paces distance between ranks, through which the firing party or leading detachment and the remainder of the leading portion of the procession will pass.

(*b*) The procession will then move off in the following order:—

(i) Escort (para. 936) under the orders of the G.O.C., para. 15 below.
(ii) Firing party or leading detachment.
(iii) Band and drummers.
(iv) Body on gun carriage / Pall bearers .. / Bearers .. .. } *See* sub-para. (*d*).
(v) The chief mourners.
(vi) The King's special representative, when His Majesty is represented.
(vii) The Lord Lieutenant (if present) of the county in which the funeral takes place.
(viii) Mourners in uniform.
(ix) Mourners not in uniform.

—"Ranks, right and left turn"—"Slow march"—"Halt"—"Left turn" "Rest on your arms reversed."

(*b*) The leading detachment (if present) will be halted at some convenient pre-arranged position at the graveside.

10. During the service at the graveside (except when the actual burial takes place in a sacred building) the head-dress of those attending in uniform in any capacity will *not* be removed.

11. Prior to the coffin being lowered into the grave, the flag, head-dress, sidearms and wreaths will be removed. At the conclusion of the service, if volleys are to be fired, the serjeant will give the following commands:—"Firing party, present arms"—"Slope arms"—"Volleys" (with blank cartridges), "Load"—"Present"—"Fire"—(Two more volleys will be similarly fired.)—"Unload"—"Order arms"—"Fix bayonets"—"Slope arms"—"Present arms." The band (if present) will play after each volley, the firing party remaining at the "Present," If no volley is fired, the serjeant will give the following commands:—"Detachment, present arms"—"Slope arms"—"Order arms"—"Fix bayonets"—"Slope arms"—"Present arms." The buglers will then sound the "Last Post"—a short interval—then "Reveille." Firing party or detachment will slope arms, the command being given immediately reveille sounding has ceased.

12. The band and drums will be formed up ready for moving off.

13. (*a*) The serjeant in charge of the firing party or leading detachment will now give the commands:—"Form fours"—"Right"—"Quick march" The band and drums will lead, followed by the firing party and military mourners, who will form fours as they march off without word of command.

(*b*) The band will not play, nor the drums beat, until the party is entirely clear of the burial ground.

(*c*) Bayonets will be unfixed at the earliest opportunity after leaving the place of burial.

14. At funerals where troops are detailed to line the route, they will be required to present arms to the funeral cortège first and reverse arms before again resting on their arms reversed. They will normally present arms as the head of the funeral cortège approaches them, and rest on their arms reversed as the firing party approaches.

15. At funerals of senior officers the arrangements will be made under the supervision of the G.O.C. If, after detailing certain parts of the escort to line the route, a large portion is still available, the escort will march by companies, in fours, at the head of the procession, and in front of the band and drums. The disposal of escort on arrival at the cemetery will be under local arrangements.

16. Officers attending funerals as mourners will not draw swords, and with other ranks (except the firing party) will march in order of seniority from front to rear.

17. Officers on duty with troops will draw swords. When such troops present arms, officers will salute with their swords as laid down in the various training manuals.

18. If officers on duty with troops proceed to the graveside for the service, they will return their swords before reaching that place.

Description of Return	No. of Army Form and when to be sent
BY D.D.M.S. OF COMMAND	
Yearly	
Estimate of pay, &c. for medical service	A.F. M 1437. So as to be received by 1st November.
Monthly	
Summary of dental treatment	A.F. I 5034. 7th of month.
Consolidated nominal roll of R.A.M.C. officers, civilian practitioners, &c.	A.F. B 158. 1st of month.
BY O.C. HOSPITAL.	
When necessary.	
Report of admittance to hospital of an officer serving at home (including *British Army of the Rhine*). The report should give the officer's rank and name, unit, date of admission and disability.	Manuscript. To be sent immediately by post to the Under-Secretary of State (A.G.4), The War Office, S.W.1.
BY A.D.O.S.	
Yearly	
Command defence and mobilization scheme—Home	A.F. G 1087–4. 1st April.
Half-yearly	
Return of deficiencies in mobilization equipment	A.F. G 1081. 1st May and 1st November, through G.O.C.-in-C.
BY OFFICER I/C CIVIL EMPLOYMENT REGISTER	
Yearly	
Return of Civil Employment	A.F. B 2096. 5th October, through area commander.
BY COMMANDANT, SCHOOL OF MILITARY ENGINEERING	
Yearly	
Report on instruction in military engineering—all R.E. units	Special form. As early as possible after 1st April.
BY INSPECTOR OF GYMNASIA	
Yearly	
Officers and men under instruction ..	Special form. 1st January.
BY COMMAND PAYMASTER	
Yearly	
Confidential reports, R.A.P.C. and civilian subordinates attached	A.F. C 2105. 1st January.
Quarterly	
Return of men who have left the colours ..	A.F. B 245. 1st January, 1st April, 1st July and 1st October.
BY OFFICER I/C BARRACKS	
Quarterly	
Return of officers authorized to draw lodging, fuel and light, stable and furniture allowance	A.F. O 1852 to command paymaster on 1st day of each quarter.
Monthly	
Return of quarters and lodging, fuel and light and stable allowances—officers	A.F. O 1851 to command paymaster on 26th day of each month.

APPENDIX XXII

(*Referred to in para.* 149.)

QUALIFICATION OF R.E. OFFICERS FOR APPOINTMENT AS C.R.E. IN PEACE*

1. A R.E. officer, in order to be qualified to hold the appointment of C.R.E. in *peace*, will, at any time after the completion of 15 years' service, be tested by a Standing Board in his technical knowledge and experience.

2. This test will be conducted in England (except as provided for in para. 4). Candidates will be given a project in practical constructional engineering, including accessory services† within the scope of the normal technical duties of the Corps.

3. A candidate will be allowed 1 hour to consider the project, during which he may be called upon to prepare a hand sketch if required. He will then appear before the Board in person and either state verbally, or, if he so prefers, hand in a written statement of, his proposals for the design and carrying out of the work. The Board will question the candidate on his proposals and will take into consideration his knowledge of practical engineering methods rather than his knowledge of theory and details.

4. Officers on the Indian Establishment will be permitted to appear before a similar Board in India. The projects for these officers will be set by the local Board in India.

5. (*a*) An officer may apply for exemption from the test by the production of a statement‡ signed by the C.E. under whom he served, showing that he has had practical engineering experience in charge of constructional work. The Standing Board will be the judge as to whether this furnishes sufficient proof of his engineering qualifications. If so, he will be reported as having passed the test.

(*b*) Applications for exemption from officers on the Indian Establishment will be forwarded through the usual channel for the consideration of the Standing Board in England.

6. The aim of this test is to ensure that all R.E. officers, who receive a very good technical training on joining the Army, shall keep up their technical knowledge by practice and study in order that they may all be fit for the technical duties which fall to a C.R.E., which is the normal regimental employment for a lieutenant-colonel, R.E.

7. By allowing exemption from the test to those officers who can produce proof of practical experience in charge of works, it is hoped that officers will of their own initiative seek opportunities for obtaining such practical experience, which is the most valuable form of training.

* Officers who have passed the (*f*) (ii)—Construction Test— examination, which has been abolished, and officers who held the rank of major on 31st December, 1925, will be exempt from passing this test.

† Accessory services mean: approaches, drainage, fences, water supply, electrical and mechanical services.

‡ The statement should be in such a form as to admit of officers keeping an "employment" sheet signed at intervals by C.R.Es. and C.Es. under whom they have served, and giving details of the technical experience and responsibility of the candidate.

(x) Troops lining the route who are detailed to attend (*see* para. 936, column 4) will follow in fours commencing on the inner flank, the men reversing arms in succession as they break into slow time.

(xi) Rear detachment.

(xii) Motor cars or other vehicles accompanying the procession.

(*c*) All ranks on the active list, and officers not on the active list who are in possession of uniform, will wear uniform when taking part in the procession on occasions when military honours are accorded at the funeral of an officer or soldier.

(*d*) Bearers will march on either side of and next to the gun carriage, except when pall bearers are present. In the latter event pall bearers will march immediately on either side of the gun carriage, and the bearers on the outer flanks at two paces interval.

5. (*a*) The band or drums will begin to play the "Dead March" when about 300 yards from the mortuary, and continue for such a distance as the officer in charge may have ordered before marching off. The firing party or leading detachment will receive the command "Quick march" (the remainder conforming) when the band or drums cease playing.

(*b*) When at a convenient distance from the cemetery, and at the instance of the officer in charge, the serjeant in charge of the firing party or leading detachment will give the command "Slow march," and the band or drums will recommence playing.

6. When marching in slow time arms will be carried at the reverse, in quick time at the trail, as detailed in the various training manuals. During the march, arms may be changed, but the party will not march at ease.

7. When the head of the procession arrives near the ground where it is to meet the officiating minister, and before the serjeant in charge of the firing party or leading detachment gives the command "Halt," the ranks of the firing party or detachment at the head of the procession, and the band and drums, will open out to six paces distance, and will halt at the command of the serjeant in charge of the firing party or leading detachment. The order will then be given—"Inwards turn"—"Rest on your arms reversed."

8. (*a*) The coffin will then be moved by the bearers and carried feet-end foremost to the place of interment (or first to the chapel, if desired) It will be placed in position on wooden bearers immediately over the grave.

(*b*) The order of the procession will now be: officiating minister, body with pall-bearers and bearers (the former walking behind the body should the path be too narrow to admit of their remaining in their correct positions), mourners, band and drums, firing party. Should the band be required to take part in the service, they and the drums may precede the body to the grave in quick time. In that case they will not open out and halt as detailed in para. 7.

9. (*a*) The mourners will then file around the grave, halt and turn inwards without word of command; the firing party will follow the mourners and will be halted near the grave under the orders of the serjeant in charge, who will give the following commands:—"Attention"—"Reverse arms"

is stated to have been partially or wholly the result of medical disability, the following procedure will be carried out:—

(i) If the medical officer marks the officer concerned as "fit" in the annual confidential report, and if the reporting officer nevertheless reports that the officer is inefficient wholly or partly on account of medical disability, the G.O.C.-in-C. of the command will cause the officer to be examined by a medical board in order to obtain an expert opinion on the medical aspect of the case.

(ii) If the officer on account of medical disability is adversely reported on and is not found fit in his annual confidential report, the G.O.C.-in-C. will cause the officer to be examined by a medical board, and if the board confirms the opinion of the medical officer, the officer concerned will be dealt with according to the provisions of the Pay Warrant.

(iii) If the officer who is adversely reported on for reasons other than those of medical disability claims that, although marked as "fit" his inefficiency was wholly or partly due to medical disability, he may, if he so desires, be brought before a medical board under instructions of the G.O.C.-in-C. of the command, with a view to obtaining an expert opinion as to whether his inefficiency can be considered as due partly or wholly to his alleged medical disability.

7. The subject matter of confidential reports may be submitted in typescript, instead of in manuscript, should reporting officers so desire.

8. No remarks in the annual confidential report should be underlined in ink or coloured pencil.

9. When annual confidential reports are rendered, nominal rolls, correctly compiled with regard to the seniority and category of the officers concerned, should invariably accompany them. If no report is forthcoming upon an officer who is actually on the strength of a unit, an explanation covering its omission will be entered on the nominal roll. No report will be made on an officer by a C.O. who has not seen him during the period in question, even though he is on the strength of the unit.

10. In reporting on a C.O. a general officer will state clearly his opinion as to his fitness for further promotion or employment, and the nature of appointment, if any, for which he appears to be most suited.

11. A lieutenant-colonel or colonel should not be specifically recommended for a T.A. cavalry or infantry brigade unless he is considered fit to command a regular brigade.

12. When a lieutenant-colonel is within two years of the completion of his tenure in either a regimental or staff appointment, his confidential report should contain a definite statement with regard to his suitability, or otherwise, for promotion to the rank of colonel.

13. In the case of majors who have held that rank for over four years reference should invariably be made to their merits and special qualifications for promotion to the rank of lieutenant-colonel.

14. Confidential reports will (except as mentioned below) contain a record of the opinions of the brigade and divisional commanders. Except in the case of an officer on the selected list for the Staff College, when the report upon an officer below the rank of captain is favourable, the brigade

19. During the sounding of the "Last Post," all troops under arms (except the firing party) will stand at attention and officers will salute, but not whilst "Reveille" is being sounded.

20. In the case of the funeral of a mounted officer or soldier, a charger or suitable horse will be led by a soldier immediately behind the gun carriage. The jack boots of the deceased will be placed in the stirrups, but reversed, *i.e.*, left boot in the right stirrup and heels to the front.

21. Standards, guidons or colours in the possession of units forming part of the escort at a military funeral will be carried, and will be saluted by officers (including pall-bearers) and other ranks taking part in the procession as mourners.

Notes

(*a*) The firing party must not be confused with the escort, under para. **936**, and special party under para. **940**.

(*b*) Bearers, *i.e.*, personnel to carry the coffin, must not be confused with pall-bearers, as laid down for officers in para. **938**.

(*c*) In the case of funerals of senior officers, the coffin should be carried by senior warrant officers or N. C. Os.

(*d*) The instructions contained in this Appendix, should be read in conjunction with any local standing orders.

(*d*) In the case of R.E. officers who are necessarily employed in technical appointments or on specialized work, or who have had no chance of serving in a formation where their qualifications as C.R.Es. can be tested, promotion will be considered on the general nature of their reports.

(*e*) The qualifications required for a lieutenant-colonel, R.E., are:—

(i) Character and personality;
(ii) Power of command;
(iii) Administrative ability;
(iv) Engineering efficiency.

In the absence of any of these qualifications a major should not usually be recommended for promotion to lieutenant-colonel.

(*f*) In the case of junior officers under instruction at the School of Military Engineering, the annual report is not required, but at the termination of the course a special report on A. F. B194/1 accompanied by a completion report, and, when necessary, retention certificates, will be rendered on each officer direct to the Under-Secretary of State, The War Office.

(ii) *Royal Corps of Signals.*

Officers reported on (1)	Report written by (2)	Remarks by (3)
C.S.O. Senior signal officer in a command, &c., where there is no C.S.O.	G.O.C.-in-C., or G.O.C. or O.C., command, &c.	
O.C. divisional signals ..	G.O.C. division	C.S.O. of command G.O.C.-in-C.
O.C. corps signals	C.S.O. of command ..	G.O.C.-in-C.
O.C. command or other signal company which does not form part of a larger signal unit (except an anti-aircraft signal company)	C.S.O. of command, &c. ..	Area commander (if any) G.O.C.-in-C.
O.C. signal section (or troop) which does not form part of a divisional signals or of a signal company (except signal observation section)	O.C. formation which the signal unit serves	Area commander (if any) C.S.O. of command G.O.C.-in-C.
O.C. anti-aircraft signal company	O.C. air defence brigade ..	Area commander (if any) C.S.O. of command G.O.C.-in-C.
O.C. signal observation section	C.S.O. of command ..	Area commander (if any) G.O.C.-in-C.
O.C. Depot Battalion Signal Training Centre O.C. Training Battalion Signal Training Centre	Commandant Signal Training Centre	Area commander G.O.C.-in-C.
O.C. School of Signals ..	Commandant Signal Training Centre	Area commander G.O.C.-in-C. D.S.D.
Other officers not referred to above	O.C. signal unit or establishment concerned	Commandant Signal Training Centre in case of officers at Signal Training Centre C.S.O. of command in other cases Area or brigade commander (if any) G.O.C.-in-C.

commander need not add his remarks unless he desires to do so ; it is also optional for the divisional commander to report upon an officer below field rank who has received favourable reports.

15. The reports of all officers will be signed by the divisional commander or officer in a corresponding position.

16. The G.O.C.-in-C. or G.O.C. a command will sign the reports in the following cases, otherwise he is not required to initial or sign any report unless he desires to do so:—

(i) confidential reports of all field officers ;
(ii) report of any officer upon whom an adverse report is rendered;
(iii) report of any officer who requests that his report be laid before the G.O.C.-in-C. or G.O.C. the command, with a view to remedying any sense of grievance he may feel.

17. In the case of adverse reports definite recommendations with regard to the officer should be submitted by all reporting officers, e.g., "I do not consider any further action is necessary," or, "I have called for a special report in . . . months," or, "I recommend that this officer should (or should not) be promoted" or, "I recommend that this officer should (or should not) be called on to resign or retire," &c.

18. When an officer has been adversely reported upon and the Army Council have decided that a further report is to be rendered in a specified time, only for very special reasons should the report be rendered before that date.

PART II. Special Instructions

1. *Educational, Training, Manufacturing, Inspection and Experimental Establishments.*

(*a*) Staff.

(i) Reports on officers on the staff of such establishments will be completed by the respective commandants or other superior officers, who, with the exception stated below, will forward them direct to the director concerned at the War Office, who will pass them to the Military Secretary. The reports on the commandants or other senior officers of the above-mentioned establishments, with the exceptions stated below, will be rendered by the director concerned. The reports for the Royal Military School of Music and on commandants of detention barracks will be forwarded by the G.O.C.-in-C. concerned to the Director of Personal Services.

(ii) In the case of the R. Tank Corps Central Schools, the reports will be rendered through the Commandant, R. Tank Corps Centre, to the Director of Military Training.

(iii) Reports on officers of the undermentioned establishments will be initiated by the respective commandant or other superior officer and forwarded through the usual channels to the G.O.C.-in-C. for submission to the Under-Secretary of State, The War Office. Reports on the commandants, &c., will be initiated by the area commander or officer in an analogous position and submitted by the G.O.C.-in-C. to the Under-Secretary of State, The War Office:—

School of Education.
Army vocational training centres.

(vi) *Royal Army Ordnance Corps.*

Officer reported on (1)	Report written by (2)	Remarks by (3)
A.D.O.S.	Officer i/c administration	G.O.C.-in-C.
D.A.D.O.S. in a command ..	A.D.O.S.	Officer i/c administration
D.A.D.O.S. of a district not included in a command	G.O.C. the district ..	
Officers at central ordnance depots (except inspectors of stores and clothing)	C.O.O. Central Ordnance Depot	D.O.O.
Inspectors of stores & clothing	D.O.O., Woolwich.. ..	D.E.O.S., The War Office
Other officers	D.A.D.O.S.	In a command, the A.D.O.S. The officer i/c administration should say if he concurs. In a district not included in command, the district commander
Officer i/c Records, O.C. Depot, and Commandant, School of Instruction, R.A.O.C.	Area commander	G.O.C.-in-C.

In considering the fitness of the undermentioned officers of the R.A.O.C. for promotion, reporting officers will record their opinion as to the suitability of the officers for the appointments shown:—

(i) Ordnance Officer, 1st Class—D.O.S. of an expeditionary force, and acceptable as such by the reporting officer.

(ii) Ordnance Officer, 2nd Class—

(*a*) D.D.O.S. of an army in an expeditionary force.

(*b*) A.D.O.S. of a 1st class command (or analogous appointment).

(iii) Ordnance Officer, 3rd Class—A.D.O.S. of a corps in an expeditionary force, or of a 2nd class command (or analogous appointment).

(iv) Ordnance Officer, 4th Class—D.A.D.O.S. of a division in an expeditionary force, or of a command, area or district (or analogous appointment).

(v) Ordnance Mechanical Engineer, 1st Class—principal ordnance mechanical engineer of an expeditionary force.

(vi) Ordnance Mechanical Engineer, 2nd Class—ordnance mechanical engineer of a 1st class command or with an army in the field (or analogous appointment).

(vii) Ordnance Mechanical Engineer, 3rd Class—ordnance mechanical engineer of a 2nd class command or with a corps in the field (or analogous appointment).

(viii) Ordnance Mechanical Engineer, 4th Class—ordnance mechanical engineer with a division in the field (or analogous appointment).

(vii) *Royal Army Veterinary Corps.*

The report on an officer of the R.A.V.C. will be written by the A.V.O., and opinions will be given, as far as necessary, by (*a*) the divisional or area commander (without reference to the officer's professional qualifications), and (*b*) the G.O.C.-in-C.

(viii) *Royal Army Chaplains' Department.*

(*a*) Reports will be rendered on A.F. C302/I or A.F. C302/II.

(*b*) A.F. C302/I will be rendered in the case of chaplains below the substantive rank of chaplain to the forces, 2nd class, by the senior chaplain of the denomination at the station, the G.O.C. or O.C. of the station, the

2. *Technical, departmental, &c., corps.*

Reports on officers of the various corps will be rendered as follows:—

(i) *Royal Engineers.*

Officer reported on (1)	Report written by (2)	Remarks by (3)
C.R.E. of a division	Divisional commander ..	G.O.C.-in-C.
C.R.E. of an area	Area commander	G.O.C.-in-C.
Os.C. training and depot battalions	G.O.C. R.E. Depot and area	G.O.C.-in-C.
O.C. mounted depot officers, Regimental H.Q., Aldershot	Senior C.R.E. Aldershot Command	G.O.C.-in-C.
O.C. A.A. battalion	Air defence brigade commander	G.O.C.-in-C.
O.C. Railway Training Centre	O.C. troops, Bordon and Longmoor	Divisional commander G.O.C.-in-C.
O.C. field squadron	Cavalry brigade commander	G.O.C.-in-C.
O.C. company divisional R.E. and adjutant divisional R.E.	C.R.E. of division	Divisional commander G.O.C.-in-C.
Os.C. other companies ..	C.R.E. or O.C.R.E. of area or station	Area or station commander G.O.C.-in-C.
Officers, training and depot battalions	Os.C. battalions	G.O.C. R.E. depot and area G.O.C.-in-C.
Officers, R.E. Mounted Depot	O.C. depot	Senior C.R.E. at Aldershot G.O.C.-in-C.
Officers, Railway Training Centre	Commandant Railway Training Centre	Divisional commander G.O.C.-in-C.
Officers, field squadron ..	O.C. field squadron ..	Cavalry brigade commander G.O.C.-in-C.
Officers of company divisional R.E.	O.C. company	C.R.E. of division Divisional commander G.O.C.-in-C.
Officers of companies not forming part of divisional R.E.	O.C. company	C.R.E. or O.C.R.E. of area or station Area or station commander G.O.C.-in-C.
Officers employed on works services	C.R.E. of district or area, or O.C.R.E. of station	Area or station commander G.O.C.-in-C.

(*a*) The opinion of the C.E. on all officers will be obtained by the G.O.C.-in-C.

(*b*) In all cases, therefore, where it is possible to do so, reporting officers should state for the information of the selection board whether a major is, or is not, considered fit to be the C.R.E. of a division in war. To permit this being done, it is desirable that reporting officers should, when possible, arrange for opportunities of judging the capacity of these officers in this respect by observation of their work at manœuvres, and tactical exercises both with and without troops.

(*c*) It is not, however, intended that an officer should be reported as unfit to be the C.R.E. of a division in war merely on the grounds that he would not be recommended for the appointment of C.R.E. in peace of one of the divisions of the "Expeditionary Force," which requires experience in training troops and for which, owing to the small number of such appointments, a high degree of selection is possible.

APPENDIX XXIV

Distribution of Books of Regulations, &c. (*see* para. 1597).

Possession of books marked * by officers, warrant officers, serjeants, &c., is optional. They will be supplied on requisition, as required, at the public expense.

Book	Cavalry						R.A.					R.E.				R. Signals				Infantry					
	Brigade H.Q.	Regimental H.Q.	Squadron H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Brigade H.Q. (ss). Survey Coy. or H.Q. & D.E.	Battery H.Q. or D.E.	Officers.	W.Os. and serjeants.	Bombardiers.	Company H.Q. (rr) (ss).	Officers.	W.Os. and serjeants.	Corporals.	Unit and Company Headquarters and independent sections (ss).	Officers.	W.Os. and serjeants.	Corporals.	Brigade H.Q.	Battalion H.Q. (ss).	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
Allowance Regulations	1	2	1	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	(uu) 2	1	..	..	..
Animal Management	1	1	1	1	(b)1	..	1	1	1	(b)1	..	(h)1	(h)1	..	..	1	(n)1	(n)1	..	1	3	1	..	..	..
Anti-Aircraft Defence, Manual of, Part I ..	..	..	..	..	..	..	(f)1	(f)1	(f)1	(f)1	..	(f)1	(f)1	(f)1	(f)1	..	..	..	..	..	..	..	..	..	..
Anti-Aircraft Gunnery, Textbook of, Volumes I & II	..	..	..	..	..	..	(f)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Anti-Aircraft Sound Location, Theory and Use of	..	..	..	..	..	..	..	..	..	..	..	(f)1	(f)1	(f)1	(f)1	..	..	..	..	..	..	..	..	..	..
Armourers, Instructions for	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Army Fire Services, Regulations for ..	1	1	1	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	(uu)1	1	..	..	..
Army Ordnance Services, Regulations for, Parts I & II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Army Veterinary Services, Regulations for	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Artificers, Military, Handbook for	..	..	..	..	..	..	1	1	..	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Artillery Equipment, Regulations for preservation of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Artillery Instruments, Handbook of ..	..	..	..	..	..	..	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, Survey, Manual of, Part I ..	..	..	..	..	..	..	vx1	bbb8	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, Part II ..	..	..	..	..	..	..	xx1	bbb3	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, Training, Volume I	1	1	..	..	..	..	1	1	1	1	1	1	(h)1	(h)1	..	(h)1	..	..	..	1	1	..	..	..	..
,, ,, ,, II	1	1	..	..	..	..	1	1	1	1	1	1	..	..	..	..	..	..	..	1	1	..	..	..	..
,, ,, ,, III	1	1	1	1*	..	..	1	1	1	1	..	1	1*	..	..	1	1*	..	..	1	1	1	1*	..	..

When a report is furnished on an officer of the rank of captain, or below, doing corps duty, A.F.B194B will be rendered in addition to A.F.B194/1. In cases where the senior R. Signals Officer in a command is a captain, a report on A.F.B.194B will be submitted only for those officers junior to him. In the case of junior officers under instruction at the Signal Training Centre, the annual report is not required, but, at the termination of the course, a special report on A.F. B194/1, accompanied by a completion report, and, when necessary, retention certificates will be rendered by the commandant on each officer direct to the Under-Secretary of State, The War Office.

(iii) *Royal Army Service Corps.*

Officers reported on (1)	Report written by (2)	Remarks by (3)
A.D.S. & T.	Officer i/c administration	G.O.C.-in-C.
D.A.D.S. & T.	A.D.S. & T.	Officer i/c administration and G.O.C.-in-C.
Commandant, R.A.S.C. Training College	A.D.S. & T.	G.O.C.-in-C.
Other officers on strength of training college, including officers undergoing courses and officers with depot companies at Aldershot	Commandant, R. A. S. C. Training College	A.D.S. & T. and G.O.C.-in-C.
O.C., R.A.S.C. of a district or sub-district	Divisional or area commander	A.D.S. & T. and G.O.C.-in-C.
Other officers (not referred to above)	O.C., R.A.S.C.	Divisional or area commander, A.D.S. & T. and G.O.C.-in-C.
C.I.M.T.	D.S.T., The War Office	
C.I.S.T.	D.S.T., The War Office	
Inspectors, M.T. (Headquarters Inspectorate, London)	C.I.M.T.	D.S.T., The War Office
Os.C. War Office controlled establishments, viz., Supply Reserve Depot, Deptford, and R.A.S.C., Feltham	D.S.T., The War Office	

In the annual confidential report upon majors with four or more years' service in that rank, reporting officers will state whether in their opinion the officer, in peace time, is fit to command the R.A.S.C. of a first class station, and, in war, is in every way fit for the appointment of A.D.S. & T. of a corps.

(iv) *Royal Army Medical Corps.*

The report on an officer of the R.A.M.C. will be written by the R.A.M.C. officer under whom he is directly serving, and opinions will be given, as far as necessary, by (*a*) the A.D.M.S. of the administrative area; (*b*) the divisional or area commander; (*c*) the D.D.M.S. of the command; and (*d*) the G.O.C.-in-C.

(v) *The Army Dental Corps.*

The report on an officer of the A.D. Corps will be written by the A.D. Corps officer under whom he is directly serving, and opinions will be given, as far as necessary, by (*a*) the O.C. A.D. Corps of the administrative area; (*b*) the divisional or area commander; (*c*) the O.C. A.D. Corps of the command; and (*d*) the G.O.C.-in-C.

Book	Cavalry						R.A.					R.E.				R. Signals				Infantry					
	Brigade H.Q.	Regimental H.Q.	Squadron H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Brigade H.Q. (ss), Survey Coy. or H.Q. & D.E.	Battery H.Q. or D.E.	Officers.	W.Os. and serjeants.	Bombardiers.	Company H.Q. (rr) (ss).	Officers.	W.Os. and serjeants.	Corporals.	Unit and Company Headquarters and independent sections (ss).	Officers.	W.Os. and serjeants.	Corporals.	Brigade H.Q.	Battalion H.Q. (ss)	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
Magazine Regulations	..	..	..	..	..	..	1	1	..	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Map Reading and Field Sketching, Manual of	1	1	1	1	1*	..	1	1	1	1*	..	1	1	1*	..	1	1	1*	..	1	(ttt) 1	1	1	1*	..
Maps, Regulations for the issue of	1	1	..	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	1	..	..	..	..
Mechanical Transport Maintenance, Handbook of	10	..	..	..	..	..	(ii) 1	(ii) 1	..	..	..	(ii) 1	..	..	..	(ii) 1	..	..	..	10 (www)	..	..	..	..	..
Medical Aspects of Chemical Warfare, Manual of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Medical Diseases in Tropical and Sub-tropical Areas, Memoranda on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Medical Services of the Army, Regulations for	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Medical Stores, Priced List of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Military Cooking and Dietary, Manual of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Mobilization, Regulations for	1	2	1	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	(uu) 2	1	..	..	..
Movement (War) Manual of	1	1	..	1*	..	..	1	..	1*	..	..	1	1*	..	..	1	1*	..	..	1	1	1	1*	..	..
Nomenclature of Diseases	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Officers Training Corps, Regulations for the	1	1	..	.	..	..	1	..	..	..	..	1	..	..	..	1	..	..	..	1	1	..	..	..	..
Optics, Notes on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Ordnance, Manual (War)	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Pay Warrant	1	2	1	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	(uu) 2	1	..	..	..
,, Duties Manual	..	..	1	..	..	..	..	1	..	..	..	1	..	..	..	1	..	..	..	1	1	1	..	..	..
Peace Establishments, Part I	1	5	..	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	6	..	..	..	..
Range-finder, Infantry, No. 2, Handbook of	..	(ee) 9	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(ee) 9	..	..	..	..
,, ,, The Modern	..	..	.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Range table for equipment with which unit is armed	..	..	..	..	..	..	1	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

assistant chaplain-general of the command (except in the case of R.C. chaplains); and the G.O.C.-in-C.

(*c*) A.F. C302/II will be rendered in the case of chaplains of, and above, the substantive rank of chaplain to the forces, 2nd Class, by the assistant chaplain-general of the command, or, in the case of R.C. Chaplains, by the senior R.C. chaplain of the command, the G.O.C. or O.C. of the station and the G.O.C.-in-C.

(ix) *Royal Army Pay Corps.*

Officer reported on (1)	Report written by (2)	Remarks by (3)
Command paymaster ..	Officer i/c Administration	G.O.C.-in-C.
Other officers in a command (except those in a regimental pay office)	Command paymaster ..	Officer i/c administration
Regimental paymaster ..	Officer i/c record and pay office	Command paymaster. The officer i/c administration should say if he concurs
Other officers in a regimental pay office	Regimental paymaster ..	Officer i/c record and pay office and command paymaster

(x) *Army Educational Corps.*

Officer reported on (1)	Report written by (2)	Remarks by (3)
Inspectors of educational training	D.M.T.	
Officers at command headquarters	Senior G.S.O.	G.O.C.-in-C. (G.O.C. in London District)
Duke of York's Royal Military School Queen Victoria School	Commandant of School	D.M.T.
Other officers	The G.O.C. or O.C. under whom the officer is serving	

When a report is furnished on an officer of the A.E.C. with less than four years' commissioned service, A.F. B194A will be rendered in addition to A.F. B194/I.

3. *Regular or retired officers employed with the T.A., and T.A. officers.*

(*a*) Commanders of cavalry, infantry or air defence brigades or divisional artillery, or officers holding staff appointments will be reported on annually on the appropriate A.F. B194.

(*b*) Commanders of T.A. artillery brigades when on the active list will be similarly reported on.

4. Adjutants of the Officers Training Corps will be reported on by the D.S.D.

5. The annual report on a member of the Q.A.I.M.N.S. will be submitted through the G.O.C.-in-C.

6. A staff or seconded officer should be reported on only by his staff superiors, and the appointment held will be shown in red ink on the report. On the return of a staff or a seconded officer to his unit, the Army Council will inform the regimental commander of any circumstances which have occurred during the period of staff or seconded service which they consider he should know.

7. *Miscellaneous.*

Officers i/c records, except the Officer i/c R.A.O.C. Records, will be reported on by the director concerned at the War Office only in the case of those who are still serving.

Directors of music will be reported on on A.F. B194/I.

Book	R. Tank Corps.					R.A.S.C.			R.A.M.C. and A.D. Corps.				R.A.V.C.			R.A.O.C.			R.A.P.C.		A.E.C.	
	Battalion H.Q. (ss).	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Company H.Q.	Officers.	W.Os. and serjeants.	Company detachments and hospitals.	Officers.	W.Os. and serjeants.	Other ranks.	Sections.	Officers.	W.Os. and serjeants.	Sections.	Officers (tt).	W.Os. and serjeants.	Officers.	W.Os. and serjeants.	Officers.	W.Os. and serjeants.
(1)	(2)	(3)	(5)	(4)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
Allowance Regulations	2	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	1	1	..	..
Animal Management	..	..	..	..	..	1	1	(p)1	..	..	..	..	1	1	1	..	..	..	..	..	..	..
Anti-Aircraft Defence, Manual of, Part I	..	..	..		..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Anti-Aircraft Gunnery, Text book of, Vols. I & II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Anti-Aircraft Sound Location, Theory and Use of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Armourers, Instructions for ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(u)1	..	..	..	..
Army Fire Services, Regulations for	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Army Ordnance Services, Regulations for, Part I	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)1	..	1	..	..	..	..
Army Ordnance Services, Regulations for, Part II..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	(w)(x)	..	..	..	..
Army Veterinary Services, Regulations for	..	..	..	..	..	..	..	..	..	..	..	..	1	1	..	..	..	..	..	..	..	..
Artificers, Military, Handbook for	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
Artillery Equipment, Regulations for preservation of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
Artillery Instruments, Handbook of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
" Survey, Manual of, Part I	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" " " " II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" Training, Volumes I & II	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" " " III ..	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Bicycles, Handbook on Military ..	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	(y)1	..	..	..	..
Carriages, Gun, and Gun Mountings, Textbook of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Cavalry Training, Volume I ..	1	..	..	..	..	..	..	..	..	..	..	..	1	1	..	..	..	..	..	..	..	..

Book	R. Tank Corps.					R.A.S.C.			R.A.M.C. and A.D. Corps.				R.A.V.C.			R.A.O.C.			R.A.P.C.		A.E.C.	
	Battalion H.Q. (ss).	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Company H.Q.	Officers.	W.Os and serjeants.	Company detachments and hospitals.	Officers.	W.Os. and serjeants.	Other ranks.	Sections.	Officers.	W.Os. and serjeants.	Sections.	Officers (tt).	W.Os. ane serjeants.	Officers.	W.Os. and serjeants.	Officers.	W.Os. and serjeants.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
Infantry Training, Volume I ..	1	1	1	1	..	1	1	1	1	1	1	..	..	..	..	1	..	1	..	..	..	..
,, ,, II ..	1	1	1	..	..	1	*1	..	1	..	..	..	..	..	..	(cc)1	..	..	..	..	1	..
King's Regulations	2	1	1	..	..	1	1	..	1	1	..	..	1	1	..	(cc)1	..	..	1	1	1	..
Law, Manual of Military	1	1	1	..	..	1	1	..	1	1	..	..	1	1	..	1	..	..	1	..	1	..
Machine Gun Training	1	1	1	1	1	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Magazine Regulations	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	(w)	..	..	..	..
Map Reading and Field Sketching, Manual of	1	1	1	*1	..	1	1	*1	1	*1	..	..	1	*1	..	..	..	..	..	..	1	1
Maps, Regulations for the issue of ..	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	1	..	1	..
Mechanical Transport Maintenance, Handbook of	1	1	..	..	..	(r)1	(r)1	(ll)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Medical Aspects of Chemical Warfare, Manual of	..	..	..	..	..	..	..	..	(s)1	(s)1	..	..	..	..	..	..	..	..	..	..	..	..
Medical Diseases in Tropical and Sub-Tropical Areas, Memoranda on	..	..	..	..	..	..	..	..	(s)1	(s)1	..	..	..	..	..	..	..	..	..	..	..	..
Medical Services of the Army, Regulations for	..	..	..	..	..	..	..	..	1	(qq)1	1	..	..	..	..	..	..	..	..	(mm) 1	..	..
Medical Stores, Priced list of ..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Military Cooking and Dietary, Manual of	..	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Mobilization, Regulations for ..	1	1	..	..	..	1	..	..	1	..	..	..	..	..	..	(cc)1	..	..	..	..	..	..
Movement (War), Manual of ..	1	1	*1	..	..	1	1	..	1	1	..	..	1	..	..	(cc)1	..	..	..	..	..	..
Nomenclature of Diseases	..	..	..	..	..	..	..	..	1	(t)1	..	..	..	..	..	..	..	..	..	..	..	..
Officers Training Corps, Regulations for the	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	1	1	..	..

Appendix XXIV.

Book	R. Tank Corps.					R.A.S.C.			R.A.M.C. and A.D. Corps.				R.A.V.C.			R.A.O.C.			R.A.P.C		A.E.C.	
	Battalion H.Q. (ss).	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Company H.Q.	Officers.	W.Os and serjeants.	Company detachments and hospitals.	Officers.	W.Os. and serjeants.	Other ranks.	Sections.	Officers.	W.Os. and serjeants.	Sections.	Officers (tt).	W.Os. and serjeants.	Officers.	W.Os. and serjeants.	Officers.	W.Os. and serjeants.
(1)	(2)	3	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
Supply Transport and Barrack Services, Regulations for ..	1	1	..	..	..	1	1	..	1	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Tank and Armoured Car Training, Vol. I (d)	1	1	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Tank and Armoured Car Training Vol. II	1	1	1	1	1	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Territorial Army, Regulations for the	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	1	1	..	..
Tradesmen's Rates of Pay, Regulations governing the issue of ..	1	1	..	..	..	1	..	..	(aaa 2)	..	..	..	1	..	..	1	..	..	1	1	..	..
Training and Manœuvre Regulations	1	1	1	*1	..	1	1	..	1	(s)1	..	..	1	1	..	(cc)1	..	..	1	..	1	..
Veterinary Manual (War)	..	..	..	..	..	..	..	..	..	..	..	..	1	1	1	..	..	..	..	..	..	..
Vickers Machine Gun, Handbook for	..	(ff)20	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(y)1	..	..	..	..
War Establishments	1	1	1	..	..	1	1	..	1	1	..	..	1	1	..	(cc)1	..	..	1	..	1	..
Weapon Training, Handbook of ..	1	1	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

,, ,, ,, II ..	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Classified List of Army Forms and Books	3	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Clothing Regulations	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	(v)1	1	1	..	..
Clothing and Necessaries, Priced Vocabulary of	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Coast Artillery Training, Vols. I & II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, Defence Range Finding, Manual of, Part I	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(aa)1	..	..	..	..
Defence Against Gas	1	1	1	1	1	1	1	1	1	1	1	(jj)1	1	1	(nn) 1	1	1	(nn)1	1	(nn) 1	1	1
Dial Sight, No. 7, Handbook on Repairs to..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
Dress Regulations	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Educational Training	1	1	1	..	..	1	1	..	1	1	..	..	1	1	..	(cc)1	..	..	1	..	1	1
Electricity, Notes on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
Elementary Tactical Training, Notes on	1	1	1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Engineer Services (Peace) Regulations for	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	..	1	..	..	..	..	..
Engineer Services (War), Manual of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, Training, Vol. I (d) ..	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, Vol II	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Engineering, Military	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Equipment Regulations, Part I ..	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	(v)1	..	..	..	..
,, ,, ,, II, Section for which unit is armed	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	..	..	..	..	..
Field Service Manual of Unit ..	3	3	1	..	..	3	(kk)1	..	3	1	1	..	3	1	..	..	..	..	..	..	..	..
,, ,, Pocket Book ..	1	1	1	1	..	1	1	1	1	1	1	..	1	1	1	1	..	1	1	1	1	1
,, ,, Regulations, Volume I	1	1	1	..	..	1	1	1	1	1	1	..	1	1	..	1	..	1	1	1	1	1
,, ,, ,, II	1	1	1	*1	..	1	1	*1	1	1	..	..	1	1	..	(cc)1	..	..	1	..	1	1
Field Works (All Arms) Manual of	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Financial Instructions in relation to Army Accounts	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	..	1	(nn)1	..	..
Games and Sports in the Army ..	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Gun drill for equipment with which unit is armed	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Gunnery, Text-book of, Parts I & II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Handbook for equipment with which unit is armed	1	1	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Handbook of each nature of Artillery equipment and instrument in use in the command	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Hygiene, Manual of Military ..	..	..	..	..	..	..	..	..	1	(s)1	..	..	..	..	..	..	..	..	..	..	..	..

For notes *see* page 553.

APPENDIX XXV

Army Books, &c., to be kept by Record Offices and Units (*see* para. 1598)

NOTE.—This Table is not intended to show the number of copies of each book to be kept by record offices and units, which will depend upon the circumstances of the case.

Books	Army Book, &c.	Record offices, all arms	Regiments of cavalry, battalions of infantry, and their depots, and R. Tank Corps units.	R.A.		R.E. and R. Signals		R.A.S.C.		R.A.M.C. and A.D. Corps		R.A.V.C.		Other Corps
				Lieutenant-colonel's command, R.A.	Batteries, and Survey Company, R.A.	O.C., R.E.	Units	Headquarters stations	Companies	O.C. depot or O.C. R.A.M.C. in a district or command	Headquarters companies and detachments abroad	A.V.O.	Sections	Units, and formations functioning as units
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
REGIMENTAL BOOKS														
i. Army Orders	..	1	1	1	1	1	1	1	1	1	1	1	1	1
ii. Regimental order book	S.O. Bk. 127	..	1	1	..	1	..	1	1	1	1	1	1	1
iii. Regimental order book, box file	S.O. Bk. 189	1	1	1	..	1	1	1	1	1	1	1	1	1
iv. Record of services and ages (men)	56 or 56B	1 (*d*)	..	..	..	..	..	..	..	..	..	..	..	..
v. Historical records of regiment	S.O. Bk. 127 (*b*)	1 (*c*)	1 (*e*)	..	1 (*e*)	..	1 (*e*)	..	..	..	..	..	..	..
	22	1	..	..	..	..	..	..	..	..	..	..	..	..
vi. Regimental register of soldiers' services, and register of marriages	358	1	..	..	..	..	..	..	..	..	..	..	..	..
vii. Attestations (portfolio)	234	1	1	..	1	..	1	..	1	..	1	..	1	..
viii. Regimental conduct sheets (officers) (*g*)	A.F. B 120	..	1	(*f*)	(*f*)	(*f*)	..	(*f*)	..	(*f*)	(*f*)	(*f*)	..	(*f*)
ix. Regimental conduct sheets (men)	A.F. B 120	..	Kept with duplicate attestations.											
x. Postage book	97	1	1	1	1	1	1	1	1	1	1	1	1	1
xi. Copies of returns ..	22 or 23	1	1	1	1	1	1	1	1	1	1	1	1	1
xii. Guard reports (*a*) ..	22	..	1	1	1 (*h*)	1	1 (*h*)	1	1	1 (*j*)	..	1	1	1

Optics, Notes on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(aa)1	..	..	..	..
Ordnance Manual (War)	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	..	1	..	..	..	..
Pay Warrant	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	1	1	..	..
,, Duties Manual..	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	1	1	..	..
Peace Establishments, Part I ..	4	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Range-finder, Infantry, No. 2, handbook of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(u)1	..	..	..	..
Range-finder, The Modern ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Range table for equipment with which unit is armed	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Recruiting Regulations	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Remount Regulations	..	..	..	..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..	..	..	..
,, Manual	..	..	..	..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..	..	..	..
R.A.M.C. Training	..	..	..	..	..	..	..	..	1	(qq)1	1	1	..	..	..	..	..	..	..	..	..	..
R.A.O.C., Duties and Procedure, Notes on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	..	(pp)1	..	..	..	..
R.A.S.C. Training, Part I	..	..	..	..	..	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, II ..	..	..	..	..	..	1	1	(q)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, III ..	..	..	..	..	..	1	1	(r)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, IV A, B, C, D ..	..	..	..	..	..	2	1	(r)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Sanitation, Army Manual of ..	1	1	1	1	..	1	1	1	1	1	1	1	1	1	1	1	..	1	1	1	1	1
Section Leading	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Service Ordnance, Textbook of ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Small Arms Training, Volumes I & II	1	1	1	1	..	1	1	1	..	..	..	..	..	..	..	1	..	(cc)1	..	..	..	..
,, ,, ,, ,, III	2	..	..	..	..	1	..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..
Smoke, Manual on the use of ..	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Signal Training, Volume I.. ..	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, II, Parts I, II & III	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, III ..	..	(a)	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, IV ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, V Parts I & II	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, All Arms ..	2	2	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Standing Orders, Q.A.I.M.N.S. ..	..	..	..	..	..	..	..	..	..	(qq)1	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, R.A.M.C. ..	..	..	..	..	..	..	..	..	1	(qq)1	1	1	..	..	..	..	..	..	..	..	..	1
,, ,, R.A.O.C. ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)1	..	1	..	..	..	..
,, ,, R.A.S.C. ..	..	..	..	..	..	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, R.A.V.C. ..	..	..	..	..	..	..	..	..	..	..	..	..	1	1	1	..	..	..	..	..	..	..
Stores, Vocabulary of Ordnance ..	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Supplementary Reserve Regulations	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	1	1	..	..

For notes see page 553

Books	Army Book, &c.	Record offices, all arms	Regiments of cavalry, battalions of infantry, and their depots, and R. Tank Corps units.	R.A.		R.E. and R. Signals		R.A.S.C.		R.A.M.C. and A.D. Corps		R.A.V.C.		Other Corps
				Lieutenant-colonel's command, R.A.	Batteries, and Survey Company, R.A.	O.C., R.E.	Units	Headquarters stations	Companies	O.C. depot or O.C. R.A.M.C. in a district or command	Headquarters companies and detachments abroad	A.V.O.	Sections	Units, and formations functioning as units
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
QUARTERMASTERS' BOOKS-*contd.*														
ii. Ledger for public clothing in possession of companies	340	..	1	..	..	..	..	..	..	..	..	..	..	..
iii. Bedding book	..	..	1	..	1	..	1	1	1	..	1	..	1	1 (*u*)
iv. Equipment ledger	..	..	1	..	1	..	1	..	1	..	1	..	1	1
v. Account of rations.. ..	109	..	1	..	1	..	1	..	1	..	1	..	1	1 (*u*)
vi. Account of forage	98	..	1	..	1	..	1	..	1	..	..	..	1	..

(*a*) Applicable also to detachments and to establishments at which are serving private soldiers whose offences are disposed of by commandants, &c., as "Commanding Officer", but not applicable to garrison and similar guards where private soldiers, placed in custody in respect of offences, are sent to their own units for disposal.
(*b*) Or other suitable book.
(*c*) For corps referred to in para. **1640** (*a*) (vii).
(*d*) In the Hong Kong-Singapore Brigade, R.A., Indian A.F. 250 is used.
(*e*) See paras. **1640** to **1644**.
(*f*) Kept at the War Office.
(*g*) Only for officers convicted by court-martial.
(*h*) When at separate stations.
(*j*) When applicable.
(*k*) A register will also be kept by the G.O.C. at headquarters of commands.
(*l*) A.B. 121.
(*m*) Also in battalions having transport animals.
(*n*) In the case of the R. Tank Corps, the box will be kept by the Colonel Commandant, R. Tank Corps Centre.
(*o*) Kept by Commandant, School of Military Engineering.
(*p*) Also in ammunition columns, R.A.
(*q*) To be kept by Commandant, R.A. Depot.
(*r*) Maintained by Secretary and local agents of the National Association for Employment of Regular Sailors, Soldiers and Airmen from information supplied by O.C. units and officers i/c records.
(*s*) By officers i/c recruiting zones. Not at depots.
(*t*) The maintenance of A.Bs. 373, 374 and 375 is optional. A.B. 13 will not be kept in record offices where A.Bs. 373 and 374 are maintained or the information is contained in A.Bs. 56 or 56B.
(*u*) Where applicable.
(*v*) Kept by officers i/c records in case of R.A.O.C.
(*w*) To be kept locked up by the C.O. or officer deputed by him.

(a) The pamphlets of each instrument issued to unit commanders on a scale of 1 for each instrument on unit charge in peace.
(b) Warrant officers only.
(c) Machine gun squadrons only.
(d) When issued.
(e) Also lance serjeants.
(f) Anti-aircraft troops only.
(g) Brigades and batteries with fixed armament only; A.A. brigade H.Q. and A.A. batteries, 1 copy each. No individual issue to officers and O.Rs. of A.A. units.
(h) Mounted units only, until Engineer Training, Vol. I, is issued.
(i) Dismounted units only, until Engineer Training, Vol. I, is issued.
(j) To units on a scale of 20 per cent. of peace establishment of—
Electrician (fitters).
Linemen.
Operators.
(k) To units on a scale of 20 per cent. of peace establishment of—
Electrician (fitters).
Operators.
(l) [illegible] a scale of 20 per cent. of peace establishment of linemen.
(m) [illegible] a scale of 20 per cent. of peace establishment of operators.
[illegible] mounted duties and warrant officers and serjeants
[illegible] only.
[illegible] machine gun platoon (down to and including
[illegible] only.
[illegible] only.
[illegible] the rank of serjeant.
[illegible] (all ranks).
[illegible] of serjeant and armament

(z) In the store section 1 each all ranks.
(aa) Armament artificers (R.F.) only.
(bb) R.A.O.C. officers will have access to the sets of books maintained at the ordnance depot, &c., to which they are allotted for corps duty.
(cc) Units will also maintain copies as necessary to enable soldiers to prepare themselves for their professional examinations.
(dd) 9 only in the case of infantry depots for issue to corporals.
(ee) For the machine-gun squadron or platoon.
(ff) Tank and armoured car companies.
(gg) Including armourers below the rank of serjeant.
(hh) For coast defence signal units.
(ii) For mechanically drawn units.
(jj) Corporals only.
(kk) One copy of the Field Service Manual of each arm is issued to R.A.S.C. (H.T. and M.T.) companies in addition.
(ll) Down to and including corporals of M.T. companies.
(mm) For each unit accountant employed on R.A.M.C. accounts.
(nn) Also corporals.
(oo) To units on a scale of 20 per cent. of peace establishment of electrician-fitters and despatch riders.
(pp) In the store section, 1 each for all ranks except artisans.
(qq) One to each matron, sister and staff nurse, Q.A.I.M.N.S.
(rr) Similar issue to H.Q.,A.A. Searchlight Battalion.
(ss) Issues will be made to depots on this scale, except in the case of Peace Establishments.
(tt) In addition, one copy to H.Q. Training Company, Infantry Depot.
(uu) In addition, one copy to H.Q. Administrative Company, Infantry Depot.
(vv) In addition, two copies, one for H.Q. Training Company, and one for H.Q. Adminstrative Company, Infantry Depot.
(ww) For battalion H.Q. of infantry battalions with mechanized transport.
(xx) Except for survey company R.A., which has a special distribution.
(yy) Except H.Q. and D.E.
(zz) Optional except for R.H.A.
(aaa) For each company only; 1 for a detachment.
(bbb) Anti-aircraft batteries 1 copy only.

Administration— Para.
duties connected with, at the War Office ... ... App. III
orders relating to, preparation and signing of... 113
regimental or corps, powers of officers i/c records 63
Administration, Officer i/c. [*See* Officer i/c Administration.]
Administrative services—
channel of communication to Army Council... ... App. II
command and training 22
G.O.C. London District, position of 46
included in Army 1
inspectors of 16–18
Admirals, artillery salutes to 920
Admiralty, salutes to the Lords Commissioners of the 920
Admonition—
awarded to N.C.Os. and men 558, 560
entry in conduct sheet 1634
for first offences 504
power of C.O. to award 560
Africa, South—
musketry, qualifying for, in 154
Africa, West Coast. [*See* West Coast.]
Agents, Army—
banking business of 141
Agents and Consuls-General—
corresponding rank with officers of army 879
salutes at funeral of 921
Aide-de-Camp—
appointment 160
to rejoin regiment on completion of employment 161
Air, travelling by 1075
Air Council, artillery salutes to 920
Air Defence Brigades—
inspection of 89
Territorial Army (q.v.)
visits of Chief Instructor, A.A. Artillery 93
Air Force, Royal—
co-operation with 90
improper enlistment from 598, 599
officers in India on selected list for Staff College 803
relative ranks of army and navy 877–879
salutes to officers of 900, 901, 913, 922, 923
transfer to 302
Alarm—
all troops turn out on sounding of 1218
sounded in riots before reading of Proclamation 1243
Albert Medal, wearing of 1005, 1006
Alderney. [*See* Channel Islands.]
Allotment—
of money for special expenditure ... ... 48, App. IV
of training grant to units ... ... App. XV
of work in regard to training matters ... ... App. XV
Allowances—
correspondence, &c., on 1573
delegation of powers of officer i/c administration ... App. IV
fuel and light, travelling, lodging, &c. ... ... App. III
passage, authorization 1086
soldier servants, in lieu... 1537
Ambassadors, artillery salutes to... ... ... 920, 921
Ambulances, discipline in, medical officer responsible for ... 1355

Register of—														
xiii. Letters received ..	193	..	1	1	1	1	1	1 (*l*)	1	1 (*l*)	1	1 (*l*)	1	1
Do. Do. ..	A.F. A 2006 (Card Index)	1	..	..	..	..	..	..	..	..	..	..	..	..
xiv. Deserters	87	..	1	..	1	..	1	1	..	1	1	..	1	1 (*v*)
xv. Certificates of education	13 (*t*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xvi. Births (stations abroad)	112 (*k*)	..	1 (*p*)	..	1	1	1	1	1	1	1	1	..	1
xvii. Marriages (stations abroad)	113 (*k*)	..	1 (*p*)	..	1	1	1	1	1	1	1	1	..	1
xviii. Deaths (stations abroad)	114 (*k*)	..	1 (*p*)	..	1	1	1	1	..	1	..	1	..	1
xix. Description of horses, mounted corps	92	..	1 (*m*)	..	1	..	1	..	1	..	..	..	..	..
xx. Equitation register, mounted corps	93	..	1	..	1	..	1	1	..	..	..	..	..	..
xxi. Nominal list of men transferred to army reserve	A.Fs. D 5089 and 5090 (Card Index)	1	..	..	..	..	..	..	..	..	..	..	..	..
xxii. Box of sealed patterns, officers' badges, &c. (to be held on clothing ledger charge) (*w*)	..	..	1 (*n*)	1 (*q*)	..	1 (*o*)	..	..	..	..	..	..	..	..
xxiii. Civil employment ..	302 (*r*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxiv. Register of recruits ..	303 (*s*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxv. Tabulation book, nationalities, religions and badges	373 (*t*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxvi. Tabulation book, recruits' ages, measurements, &c.	374 (*t*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxvii. Tabulation book Army Reserve—services and ages	375 (*t*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxviii. Machine-gun officers' diary and register ..	107	..	1	..	..	..	..	..	..	..	..	..	..	..
xxix. Health insurance ..	A.F. O 1847 (Card Index)	1	..	..	..	..	..	..	..	..	..	..	..	..
QUARTERMASTERS' BOOKS														
i. Ledger for clothing and necessaries	284 *or* 285	..	1	..	1	1	1	..	1	..	1	..	1	1 (*u*)

See footnotes on page 556.

Applications—*continued.*
Para.
outside influence... 512
private, to War Office, forbidden 512
soldiers' passages 1149
testimonials not to accompany 511
Appointment—
adjutant (q.v.)
as C.R.E., testing of R.E. officers ... ... App. XXII
colonial or civil, officer holding, power of command... ... 178
extra-regimental abroad, vacating 108–110
first commissions 143–147
general instructions 141, 142
His Majesty's Body Guard, &c., conditions of 159, App. XVII
notification in London Gazette 141
personal 159–161
removal from, by C.O.... 273–275
soldiers, responsibility of officers i/c records 60
special 148–149
staff 105–110
temporary commissions as quartermasters, &c., on mobilization ... ... App. XVI
,, precedence of officers ... ... 183, App. III
,, responsibility for public stores 84
warrant officers, N.C.Os. and men, classification 255
,, ,, ,, resignation and removal from 272–276
Apprentices, discharge of *370*
Area Commander—
channels of communication ... ... App. II
command and training of troops 22 55
,, class of 21
duties 55–58
exercise of powers of G.O.C.-in-C. 19
inspections by 89
opinion regarding candidates for commissions 145
Areas—
commands sub-divided into 20
staff in, division of 104
Armament Artificers—
casualties to or offences by 286, 287, 289
disposal when not retained for training 287
exemption from parades, &c. 288
general instructions as to employment, enlistment, &c. 282–289
promotion of 283
reduction and dismissal... 284
routes for... 1037
training as, candidates for and qualifications 285
Armaments—
alterations not to be embodied in scheme of defence... 34, 35, 37
responsibility for business relating to... ... ... App. I
Armed corps—
definition of term 909
salutes by guards and sentries 909, 912
Armed parties—
definition of term 909
exceeding 20 men to be accompanied by an officer 1021
inspection before going on duty 1225
O.C. paying compliment, to draw his sword 899
salutes by guards and sentries 909, 912
,, on the march 898

Army List—*continued.*
Para.
responsibility for ... ... App. III
s.a.c. after name in 806
Arrest [*See also* Confinement and Military Custody]—
arms not borne while in 540
charge report 536
close, assistance of private soldiers 534
,, bedding and exercise of soldiers in 539
,, definition 533
,, escort of officer or warrant officer 538
,, officer 538
,, private soldier, for insubordination, &c. 534
,, restricted powers of lance-corporal, &c. 534
commander of the guard, duties 536
definition of 533
dress when under... 538
duties, performance of 540
officers, general instructions as to 534–540
,, in, cannot demand court-martial, &c.... 538
,, release from 538
release from, pending promulgation of sentence. 659
,, ,, pending trial by D.C.M. 552
,, ,, when evidence insufficient or not forthcoming 536, 551
remand for further investigation, &c.... 534
report to general officer, regimental paymaster, &c. ... 538
restriction on use of messes, &c. 538, 539
soldier, confinement in prison, police station, &c. ... 539
,, drunk 535
,, employed in hospital 1349
,, escort to be provided with money 1054
,, general instructions as to 534–541
,, in, deprived of weapons, cap, &c. 535, 539, 543
,, not to be placed with soldier under sentence... ... 718
,, to accompany unit on change of station ... 699, 703
warrant officer and N.C.O. 534–541
Artificers—
armament (q.v.)
regimental, barracks, repairs to by 1425
,, employment, qualifications for 1424
Artillery Company, Honourable—
precedence in Army 873, 874
Artillery, Royal—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
artificers employed in ordnance workshops 1434
band contributions and subscriptions 1366
battery, designation, organization, and chain of responsibility 1193
books kept by ... ... 1597, 1598, App. XXIV, XXV
colonel, R.A., and C.R.A. at command headquarters, duties 52
command, exercise of 19, 22
C.R.As. to visit depot 756
Committee, administration of ... ... App. III
,, Commandant, School of Artillery to keep in touch with 90
defended port, O.C. R.A. of, responsibilities... 54

Para.

Ammunition—
ball 976, 980, 983
drill cartridges for practice 980
,, ,, storage of 977
explosion of 740
guards, escorts, &c., for 979, 1082
in regimental charge, inspection of, by C.O. 982
inspection of, by company officer, ... 978
,, ,, daily 980
issue from regimental magazine by quartermaster 978
loss or damage of, to be reported 980
on ships, custody of 1136
,, embarkation and storage of... 1136
pouches, collection from on board ship of 1136
,, inspection of, after using ball 980
private, shipment of 1136
,, use of forbidden 983
provision, inspection, &c., responsibility for ... App. III
responsibility for 54, 84, 978
return to magazine, check by officers 978, 979
revolver 952
small arm... 976–983
units moving, quantity taken 981

Animals [*See also* **Horses**]—
casting 1450
dead and disabled, disposal of 1451
destruction of, authority for 1451
entrainment of 1062, 1066–1068
feeding on journeys 1064, 1067
in barracks or hospitals, when allowed 1294
infectious and contagious diseases 1452–1454
loss of or injury to 737,738
monthly return of 1586
movement of, responsibility for duties connected with App. III
movement of, veterinary certificate 1019
pack, loading of 1078
ship, on board 1114, 1115, 1185
transferred from one unit to another 1019

Anniversaries—
ornaments and emblems worn on 947
salutes fired on 917, 919

Annuity, medals with 997

Antedates—
on promotion 167, 168

Anthem, National—
British 888–890, 1364
foreign 1364

Anthrax, procedure in cases of 1453

Anti-Aircraft-Defence, School of—
Chief Instructor, powers of 93
objects 823
qualifying courses for permanent staff of T.A., &c.... ... 332

Appeals—
against barrack damages 1268
,, decision of officer i/c records 63
responsibility for duties connected with ... ... App. III

Applications—
from regimental officers and men, mode of making... 512,1574
officer, on behalf of 512

Attestation—*continued.*
Para.
duplicate, substitution of copy if lost or damaged 1614
entries in 1613, 1647
filing in portfolio of original and duplicate, mode of... ... 1613
information for completion of 1613
lost, substitution of certified copy 1614
marriages and births, entered in 1647
names of soldiers, change of, insertion in 1612
receipt for when borrowed 1613
service recorded on original and duplicate 1613
transmission between units, offices, &c. 1565
Audit, responsibility for duties connected with ... ... App. III
Audit Board, duties of 75
Auditor, Local, concurrence in respect of losses, &c. ... 126–128
Authorities, special, for appointments and rates, revision at intervals 47
Auxiliary Forces [*See also* **Channel Islands Militia, Bermuda Militia, &c.**]—
salutes, &c., to officers of 901, 913

B

Badges, unauthorized deviations forbidden 944
Baggage—
agents for 1163
amount admissible, contained in Allowance Regulations... 1076
,, ,, as charge against public to be recorded 1077
articles excluded from shipment 1118, 1126
bicycles, push-chairs and perambulators 1122, 1128
cabin, restrictions on 1121
changes of clothing aboard ship 1119
conveyance of, arrangements for 1076–1082
custom house, charge for examination at 1134
dock, &c., dues on 1134
drivers not to unload 1078
embarkation staff officer, responsibilities as to 1126–1128, 1135
entrainment of 1061, 1062
excess, payment for 1078
excess, shipment of 1127–1130
excluded, certificate for... 1135
explosive articles excluded 1138
fatigue parties for loading and unloading 1078
heavy, stowage and shipment of 1119, 1125
indents for conveyance by R.A.S.C. 1061, 1076
individual officers and soldiers 1079, 1123
intermediate ports, for, stowage of 1124
labelling of 1119, 1120, 1121, 1124, 1127
liability of railway companies 1078
light, families', entrainment of 1061
measurement of, for embarkation 1118
,, ,, limits 1118, 1119, 1121
motor cars, private, shipment of 1139
movement of, during peace, at home 1076–1080
non-entitled, shipment of 1127–1133
pack-animals, loading on 1078
party, command and staff of 1125
prohibited articles 1124
regimental, railway transport at statutory rate 1076

Baggage—*continued.* Para.
responsibility for passing through customs 1126
shipment and stowage on board ship, arrangements for 1119, 1124, 1125
size and weight decided by officer i/c transport 1078
soldiers' families, on ships 1121
stations abroad, at 1080
unaccompanied 1131–1133
W.D. stores, conveyance of 1081
weight of, permitted 1118
Baker, tour of service abroad 1084
Balls, Fancy Dress, regulation uniform not to be worn at ... 960
Bandmasters—
appointment 1368
dress while on duty 1369
duties of 1369
exchange or transfer 302, 1368
instruction of bandsmen by 1370–1373
musical training 1370–1375
N.C.Os. selected for training, qualifications of 1372
parades, attendance at 1369
pay 1368
precedence, when bands are massed 1361
promotion 261, 271
Bands—
attendance at ceremonies and parades... 888, 889, 891, 905, 906
books of instruction 1363
engagements 1365
establishment 1359
funds, audit of 75
,, contributions and subscriptions 1366
,, paymaster and quartermaster not to have custody of 1192
garrison, furnished by roster 1222
general instructions 1359–1365
government grant to 1362
instruments, pitch and reduced prices for 1376
,, supplied at public expense 1362
massed, conductor of 1361
military funerals, instructions for, at ... ... App.XXI
national Anthems of all nations, to be in the possession of bands 1364
property, custody of 1367
regimental marches to be in the possession of bands 1364
Bandsmen—
boys appointed, when struck off roll of boys 254
,, enlisted for training as 249–254
,, transferred to tradesmen class, if progress not satisfactory 250
discharge delayed to train successor 373
divine service, attendance at 1527
establishment not to be exceeded 1359
instruction by bandmasters 1369–1373
liable to serve in the ranks 1359
offences, struck off establishment for 1360
promotion, instruction for 1372–1374
School of Music, training, qualifications for 1372
,, ,, ,, recommendations 1375
stretcher bearers, training as 777
Banking, officers' pay issued through agents 141

Carriages—
design, provision, storage, &c.... ... ... Para. App. III
Casualty Form, disposal of on transfer to reserve 366
Casualties—
active service, not on 1589–1592
,, ,, on 1593–1595
affecting military voters 64
adjutant-general's office at base, duties in respect of ... 1593
duties connected with, responsibility for 117
list of articles, belonging to deceased soldier to be furnished 1595
next-of-kin, notification to 1591, 1592, 1594
published in Part II Orders 1606
R.A.S.C. officers abroad, temporary replacement 209
telegrams 1591–1593
unusual number of, report by C.O. 1589
Caterer—
officers' mess, N.C.O. acting as 1382, 1383
serjeants' mess 1410
Cavalry [*See also* Horses]—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
band subscriptions 1366
books kept by ... ... 1597, 1598, App. XXIV, XXV
brigade-commander, exercise of command 19, 23, 51
command of brigade 51
dismounted men in regiments of 1195
Household, command of, when serving together or with other troops 184, 185
Household, precedence of 873
Inspector of, and duties of 12–15
inspection of 87, 89
mess, officers' 1393
officers, books to be kept by ... ... 1597, App. XXIV
,, drill, proficiency required before dismissal from ... 86
,, power of command 173
,, staff, disposal of, on completion of staff service abroad 108
precedence of corps 875
quartering men by squadrons, &c. 1194
recruits unable to ride, discharge 370
reposting after six years' service 304
reservist for remount duties 361
salutes by guards to armed parties of 909
School, India, qualification at 817
squadrons, designation, subdivision, and chain of responsibility of 1193
standards and guidons of 881, 883
subjects of promotion, examinations in ... ... App. X
transfers to 302
Censorship—
and military secrecy, responsibility of C.I.G.S. ... App. III
Censure of superiors forbidden 510
Ceremonial—
at military funerals ... ... App. XXI
questions, responsibility for ... ... App. III
visits between governors, &c., and naval or air force officers 902
,, ,, military ,, ,, ,, 903

Barracks—*continued*. Para.
stores, inventories of 1279, 1283
unoccupied, inspection of 1274
,, security of 1285
vacation of during non-camping season to be avoided ... 1553
ventilation 1291
water, consumption of 1310
water tanks, cisterns, drains, &c., cleaning of 1292
Bathing, parades for and prevention of accidents ... 772, 773
Batman, payment to... 1544
Bearers—
and pall bearers at military funerals ... ... App. XXI
Bedding—
damage to, in barracks 1267, 1271
infected 1290
inspection of, periodical 1273
soldier in arrest 539
Beer in barrack rooms, &c., when allowed 528
Benefit Societies in regiments 1555
Bermuda—
defence scheme for 34
Governor and C.-in-C., powers of G.O.C.-in-C. 19
Militia, officers, rank and precedence 170
,, precedence of corps 875
service in and embarkation, periods 1084, 1085
Volunteer Rifle Corps, precedence of officers 170
Berths, appropriation of, on ships 1093
Bibles, supply of, to troops 1536
Bicycles—
provision, inspection, storage, &c. ... ... App. III
shipment as baggage 1122, 1128
Billeting—
instructions as to... ... ... 1052–1054, 1553
money for, to be supplied to detached parties 1054
on line of march, procedure 1053
parties, always to precede main body 1053
payment to be made before leaving 1054
personnel who need not be billeted 1052
when resorted to 1052
Birthdays, salutes on 917, 919
Births—
certificate, loss of 1650
,, of registry 1648
notification of 1651, 1652
officers' children, notification and registration of 1651
record of 1645, 1652
registration of, abroad 1652
,, at home 1651
Bivouacs, instructions as to... 1553
Blankets, during cross-channel passages 1074
Board of Trade—
cabins allotted by 1092
inspection of transports, &c. 1087, 1088
medal 1005, 1006
sea transport duties 1086
Boards—
assembly, composition, &c. 733–736
attendance at, reckoned as tour of duty 1209
audit, quarterly, in units 75

Brigade commander—*continued.* Para.
definition of term ... ... page xvi, 367
duties of 51
G.O.C. London District as 46
inspecting, grievances of officers and soldiers 100
inspection by 87, 88, 99
opinion regarding candidates for commissions 145
remarks on confidential reports... ... ... App. XXIII
reports by 99
British Museum, historical records, &c., of regiments sent to 1643
Brothers, transfer to same unit 302
Bugle—
calls, hours for 1217, 1218
salute by 888, 910
sounds, &c., authorized books of 1363
Bugler—
boys enlisted for training as 249, 250, 252–254
serjeant, soldiers qualified as 1370, 1371
Bugles—
supplied at public expense 1362
to be maintained in a state of efficiency 252
Buildings [*See also* **Barracks**]—
additions and minor alterations to 1284
condition, equipment, &c., correspondence regarding ... 1573
damage by fire to 1299–1301
hire of, duties connected with 118
new, and sites for, boards on 1302, 1303, 1307–1309
,, extra fuel for drying, power of issuing ... ... App. IV
re-appropriations 1302–1306
sale or demolition of 1305
security of unoccupied 1285
store, construction and maintenance ... ... App. III

C

Cabins—
allotment of and rules concerning 1093
Cadets—
inspection of by officers in uniform 518
not liable for service in Army 1
to salute officers in uniform 900
units administered by Army 1
visits to French zones 1484
Camp—
arrangements, responsibility for 118
colours 1552
member of the Royal Family inspecting 891
troops not to go under canvas during winter 1553
Canary Islands, sick leave in, counting as service on West Coast of Africa 1501
Caps—
and missiles taken from soldiers during trial, &c. 543
how worn 950
Captain—
examination for promotion to rank of major ... ... App. X
field officer, acting as 1220
,, competent to perform duties of 86
instruction in command on parade, &c., by C.O. 79
regimental duties, superintendence of 1221

Colour-serjeants—
Para.
distinction of attending colours 269
entries in conduct sheets on promotion to 1635
Command—
certificate by C.O. on change of 1391
classes of 19, 21
colonies, in 7, 27–33
company, &c., of, regimental officers to be capable of ... 86
departmental officers 175
detachments of different corps employed together 179
documents, disposal of, on breaking up, &c., of a 1644
exercise of 7, 19, 21–26, 170
,, by senior officer 172
garrisons abroad 7
general rules 170–181
household troops serving together or with other troops 184, 185
land, sea and air forces 875
medical officers 174
method of, by officer towards subordinates 505
of the Army in hands of Army Council 6
officers extra-regimentally employed, &c. 178
power of, by officers of various corps, &c. 173–177
reservists and soldiers from units abroad 61, 62
R.E. units not allotted to formations 65, 66
station, troops at 24, 25
temporary, powers 77
United Kingdom and Channel Islands 20
unit of division, &c., away from headquarters 24
warrant officers and N.C.Os. 255, 505
Commanders—
area (q.v.)
brigade (q.v.)
divisional (q.v.)
higher, classification and powers of 19
of the guard, duties 1226–1237
station, powers of command 24, 25
Commanding Officer—
abroad, president of defence scheme revision committee ... 35
,, responsibility for command, administration, &c. ... 36
appeal against decision of officer i/c records 63
confidential report on ... ... App. XXIII
correspondence with another 1571
,, ,, officer i/c barracks 1573
court-martial on, rank of members 642
court of inquiry may be assembled by 733
crime, prevention of 504
definition of, for purposes of discharge or transfer to reserve 368
,, ,, ,, re-engagement 291
,, ,, ,, transfer 293
,, in Army Act and rules of procedure 526
depot, duties at 81, 82
detachment, powers of 563, 564
duties and responsibilities of 70–80
efficiency and capacity for command, testing 94
financial control 75
health of troops and sanitation to be supervised by 71
instruction and preparation of officers for promotion by ... 78
mess, certificate of solvency of, on change of 1391
,, management, responsibility for 1377

Charge—*continued*. Para.
soldier already under sentence... 554
sufficiency of evidence 549
summarily disposed of, by C.O. 547
,, ,, officer or warrant officer ... 546
Chargé d'Affaires, salutes at funeral of 921
Charitable funds—
audit of 75
regimental, allowed 1555
Chemical Warfare appliances, provision, inspection, &c., responsibility for ... ... App. III
Chemical Warfare Committee, administration of ... App. III
Chemical Warfare School, object of, courses at 843
Chief Engineer. [*See under* **Engineers, Royal.**]
Chief of the Imperial General Staff—
Army Council, member of 9
duties of ... ... App. I, III
Children of Soldiers—
adoption of 1649
instruction in trades, &c. 1419
religious instruction 1535
schools for 874
China—
G.O.C., exercise of powers of G.O.C.-in-C. 19
service in and embarkation, periods 1084
Chiropodists—
courses of instruction 775
Churches—
erection of monuments and memorials in garrison... 1313, 1314
Cinque Ports, Lord Warden of, artillery salutes to... ... 920
Ciphers—
definition of term ... ... page xvi
instructions regarding 1578, 1581
Cisterns and Tanks, cleaning of 1292
Civil appointments—
officers in liable to serve on courts-martial 178
,, ,, not to assume military command 178
Civil Authorities—
deference to be paid to 507
G.Os. C.in-C. to maintain friendly intercourse with ... 43
Civil Court. [*See* **Courts, Civil.**]
Civil Employment—
certificate of qualifications for 400, 401
guide to, given to soldier on transfer or discharge ... 357, 411, 499
harvesting, G.Os. C.-in-C. discretionary powers 44
qualifications for noted on employment sheet 1638
register, officer i/c, return rendered by ... ... App. XX
reservists and discharged soldiers, supervision of arrangements for 58, 117
suggested methods of obtaining 411–414
Civil Power [*See also* **Civil Authorities**]—
aid to, accommodation, by whom supplied 1240
,, ammunition, issue and return of 979
,, commanding officer, responsibility ... 1242, 1245–1257
,, convict establishments, requisitions by governors ... 1257
,, emergency, powers of military in case of pressing 1239, 1256
,, firing by files or sections 1251–1254
,, commands, how given... ... ... 1248, 1251, 1252

Company, &c., Commander— Para.
attendance of, when charge reserved for C.O's. award ... 544
awards by, entry of 544, 545
,, subject to remission by C.O. 565
cash payments, responsibilities regarding 1189
delegation of power to, by C.O. 542, 565
duties of 83, 85
equipment, public stores, &c., responsibility for 84
inspection of barracks, &c., attendance at 1267
investigation of charges by 542, 544
powers of, as to punishments 565
ranks, cavalry and infantry 83
supervision of junior officers 83
Compasses—
when carried 964
Complaints—
anonymous, forbidden 508
of officers and soldiers, how preferred 100, 508
Compliments. [*See* Guards and Salutes.]
Comrades' Associations, Old, circulars connected with ... 1575
Concentrations, Schemes for, supervision of 116
Conduct—
distinguished, or gallant, entries in documents, &c. ... 1625
military. [*See* Character.]
Conductors, Royal Army Ordnance Corps. [*See also* Warrant Officers.]—
to do duty as subaltern officers 264
Conduct Sheets—
company, custody of 1634
,, destruction of 1635
,, discharge, record of entries on 1635
,, lost 1634
,, promotion, transfer of entries on, to regimental ... 1635
,, rules for keeping entries in, &c. 1634–1636
,, unit proceeding on active service 1636
disposal of 1639
field 1633, 1637
record in, confession of desertion 612
regimental, officers, record of court martial, &c., on ... 1629
,, soldiers, comparison with field conduct sheets 1633, 1637
,, ,, disposal at conclusion of campaign ... 1633
,, ,, entries in, list of 1630
,, ,, ,, rules as to 1630, 1631
,, ,, how kept 1630
,, ,, lost 1632
,, warrant officers, record of court-martial, &c., on 1629
Confidential. [*See* Documents, Reports, &c.]
Confinement. [*See also* Arrest and Military Custody.]
accommodation for 539
barracks, to, by C.O. 560, 561
,, defaulter, record from guard report produced before court-martial 649
,, drunkenness 577
,, entered in conduct sheet 1630, 1634
soldier in close arrest 539, 540
Confirming Officer—
for transfer and discharge 369, 370
powers of as to regulating punishment, &c. 659–667

Courts-martial—*continued.* Para.
sentences of, reduction of 665
,, release before completion of, for embarkation 694
,, remission of 665, 679, 696, 704
,, removal to corps for promulgation of 719
,, revision of 662
,, rules for awarding 652–658
soldier awaiting trial, on move of unit 699
stoppages 624, 626–629, 655
superior officer, power and definition of 616, 617
superiors, offences against 619
theft 621
trial by, change of venue 636
,, not delayed by want of documents 648
trial of reservist 448–451, 464, 465
waiting members 643, 644
witnesses from distant stations 637
,, ,, Royal Navy or Royal Marines 637
,, routes for 1037
Cricket grounds, charge of and responsibility for repair ... 1272
Crime, prevention of, by C.O. 504
Cross-channel routes—
blankets or rugs for use on 1074
list of 1074
Crown, The—
government of Army vested in 6
royal salute to 888
Custom-house charges, payable by officers and soldiers ... 1134

D

Damages—
barrack 1267–1269, 1271
private property 739
recoveries on account of 1298
writing off 126
Deaths—
certificate of, abroad 1652
documents, disposal on 1627, 1639
enquiries respecting 1596
inquests 1590
next-of-kin, particulars to be sent to... ... 1591, 1592, 1594
records of 1652
registration and notification of 1651, 1652
report, casualties on active service 1593
,, officers and soldiers 1590–1594
,, special, when unusual number of 1589
,, warrant officers 1590
ship, on board 1590, 1591
telegrams 1591–1593
Debts—
furlough not granted when soldier has 1506
mess-man, C.O. to caution tradesmen regarding 1382
notification to press of non-liability for soldiers' private ... 530
officer unable to meet, procedure 514
Declaration—
by officers applying for leave to return home 1494
by soldier enlisted under false name 1612
of courts of inquiry recording illegal absence... 1620

Commanding Officer—*continued.* Para.
of unit, returns, &c., rendered by ... ... App. XX
offences against civilians, action by ... ... App. VIII
,, which may be disposed of by 547
Official Secrets Acts, &c., responsibility for compliance with 502
orders, issue of, by 74, 77, 1601
parties, of, paying compliments 899
personal report to, by officers joining unit, &c. 142
powers of command 170
punishments by, delegation of powers 542, 565
,, minor 558
,, summary 558–568
R.A.O.C. personnel in a command, &c. 137
report to inspecting officer as to conduct and knowledge of officers 80
salutes to 888, 895, 908
,, in garrison, camp or station... 888
standing orders, issue of, by 74, 77
temporary 77

Commanding Royal Engineer. [*See* under **Engineers, Royal.**]

Commands—
division of United Kingdom into 7, 23
staff in 104
to keep lists of officers for accelerated promotion 168
units moving between 1020, 1036

Commissions—
appointments to, form giving personal particulars 1609
first appointments 143–147
promotion to, disposal of documents on 1627, 1639
resignation of 189
selection of candidates for ... ... App. III
temporary, as quartermasters, &c., on mobilization App. XVI
warrant officer or N.C.O. recommended for 144–146, 370

Committee—
discipline not dealt with by 734
mess, band, &c., financial control and audit 75
,, ,, paymasters or quartermasters may not preside over 1192
president, appointment of 736
proceedings, form of 734
War Office, responsibility for ... ... App. III

Communication, Channels of, in the Army ... 5, App. II

Communications, Signal—
responsibility of C.I.G.S. ... ... App. III

Companies—
designation of, by letters or numbers 1193
division of, into platoons, &c. 1193
quartering of men 1194

Companies and Associations—
loss or damage to property of 739
permission to be connected with or assist 516, 517

Company conduct sheets. [*See* **Conduct Sheets.**]

Company, &c.—
books to be kept by 1600
definition of term ... ... page xiv
officers knowledge of and capability for exercising 86
organization of 1193–1197

Depots—*continued.* Para.
infantry officer personnel to be provided by foreign and home service battalions 198
,, posting to, and tour of duty, officers ...196, 198, 200
,, ,, ,, ,, soldiers ... 320, 323
,, qualifications for appointment, &c. 320
,, reliefs from abroad 323–325
,, selection for appointment 323–325
,, tour of duty 320, 323
,, unmarried officers, proportion of 198
,, vacancies 198, 324, 325
mess, at, officers' 1399
mobilization arrangements and equipment, &c., of reservists 81
mobilization schemes to be kept up to date 56
O.C., duties 81, 82
officers, ineligible 200
,, liable to be reposted to service unit... 196
,, ordered home for duty at 196
,, tour of service at, selection, periods, &c... 196–200
recruits, training at 81
regular establishment—
,, ,, attachments 315, 317
,, ,, composition of... 315
,, ,, conditions affecting appointment of soldiers 320–331
,, ,, liability to serve on 316
,, ,, posting to 315, 316, 317
,, ,, re-posting to regular unit ... 318, 319
,, ,, transfer for service on 302
rifle, tour of duty at 196, 198, 200
R.A., command and training 55
,, posting and tour of duty 196, 197, 326, 327
,, qualifications and selection 326
R.A.M.C., posting to, and tours of duty, officers ... 196, 197
,, ,, ,, ,, soldiers 331
R.A.O.C. ,, ,, ,, officers ... 196, 197
R.A.S.C. ,, ,, ,, officers ... 196, 197
,, ,, ,, ,, soldiers 330
R.E. ,, ,, ,, officers ... 196, 197
,, ,, ,, ,, soldiers 328
R. Signals ,, ,, ,, officers ... 196, 197
,, ,, ,, ,, soldiers 329
R. Tank Corps ,, ,, ,, officers ... 196, 197, 199
,, ,, ,, ,, ,, soldiers ... 320, 323
,, ,, qualifications, for appointment 322
,, ,, selection, reliefs, &c. 323–325
small arms, inspection in 91
training at, visits of C.Os., &c. 756

Deserters—
abroad, special instructions 588, 589
accounts of, when handed over to other corps 1201
apprehension of, procedure 585, 591–597
certificate of surrender 586
clothing deficient 629
conduct sheet, entries in 1630
confession, false 586, 588, 597
,, forfeitures instead of trial 608
,, form of 609, 610

Para.

Constables of Counties, &c., duties when troops employed in aid of civil power 1240, 1241
Constabulary, War Department 730
Consular Service, rank of officers of, with officers of the Army... 879
Consuls-General and Consuls, gun salutes at funerals of ... 921
Continuance in the Service beyond 21 years 236–245
Contractors, dealings with 515
Contracts—
personnel connected with firms holding 516
responsibility for ... ... App. III
Convict Establishments, aid to, by troops 1257
Convict, Military. [*See* **Military Convict.**]
Conviction—
civil power, by, given in evidence 648
,, ,, of N.C.O., to be reported 573
conduct sheets, regimental, entries in 1630
discharges on 370
quashing of 665
Cook—
assistant 1415
private soldier as, for detention rooms 725, 726
second 1416, 1417
serjeant 1415–1417
Cookery, Army School of 812
Cooking—
inspection of, by regimental officer 1413
"Manual of Military Cooking" to be used 1412, 1415
refuse fund, &c. 1413
soldiers' messing and, general instructions 1412–1417
system of 1412
Corps—
historical record of 1641
army numbers allotted to ... ... App. XVIII
orders, to be kept in guard books 1603
Correspondence [*See also* **Letters**]—
address on official 1567, 1569
channels of communication 1562
civilians, with 1566
direct 1571
enquiries regarding soldiers 1596
general instructions as to 1560–1575
India and Colonies 1569
mode of conducting official 1562–1567
non-official not to be in official covers 1575
officers, direct between 1571
official, not to be furnished to unauthorized persons 524
opened by an officer 1563
responsibility of officers for correctness of 1561
rules for conducting 1563
transmission 1562–1574
,, to higher authority, opinion of officer recorded on 1561
unnecessary, officers to check 1560
War Office, to, how addressed 1567
Counsel for prosecutor, engagement of 640, 641
Courses of Instruction. [*See* **Schools and Courses of Instruction.**]
Courtesy in intercourse with civilians 507

Detention—*continued.*
Para.
barracks, branch, committal to, temporarily ... 717, 718
,, ,, duties of warrant officer or N.C.O. in charge of 725
,, ,, inspection and visiting of 724
,, ,, medical examination before admission ... 723
,, ,, release from 721
,, change of station of unit, soldier under sentence... 691
,, commandant of, confidential reports on ... App. XXIII
,, committal to 680, 682, 718, 719
,, ,, days not permissible 721
,, ,, documents to be sent with soldier... 689
,, ,, form of 681
,, ,, medical certificate to accompany ... 688
,, ,, soldier from abroad 686
,, ,, soldier to march to 711
,, ,, temporary 717, 718
,, ,, time for 690, 721
,, control, inspection and administration of... 117, 715
,, conveyance to 711
,, discharge from 708, 713
,, equipment taken to 716
,, fitness for occupation 720
,, hours for committal and release 721
,, medical examination before admission ... 688, 723
,, punishment awarded by board of visitors, entry in conduct sheet 1630
,, questions relating to responsibility 117
,, release from orders for 705, 708
,, removal from, for service abroad, &c ... 691–694
,, transfer from one to another... 702
completion of, disposal of soldier 713
conduct sheet, entries in, of award by C.O. 1630
custody of soldiers under remand 718
drunkenness, for 577
forms of commitment, &c. 674, 681
limit by summary award 561
periods of 652
release from, soldier not to do duty on day of... 708
,, ,, transfer to unit 687
remission of 687, 704
removal of soldier whilst undergoing sentence in ... 691–703
rooms, committal to, hour of 690, 721
,, ,, soldiers of other corps... 728
,, ,, temporarily 680, 681, 717, 718
,, daily inspection of 724
,, duties of warrant officer or N.C.O. i/c... ... 725, 727
,, fitness for occupation 720
,, guard, confienment in 707
,, ,, keys, charge of 539
,, medical examination before admission 723
,, release from 706–708, 721
,, rules for and control of 715, 726–728
,, transfer on change of station of unit 703
sentences, calculation of expiration of 714
,, where served... 715
soldiers under, disposal on arrival home 1181
substituted for fine 577
terms of, how awarded 654

Decorations [*See also* **Medals**]— Para.
foreign 1007
forfeiture and restoration 1012
loss and replacement 1008–1011
safe custody during voyage 989
when worn 964, 971
Defaulters—
attendance at parades, duties, &c. 560
fatigues to be performed by 560, 1262
not to undergo punishment lapsed 561
offences by, record from guard report produced before court-martial 649
Defects or irregularities, attention to be called to 101
Defence [*See also* **Coast Defences**]—
abroad, committee of revision 35
schemes of 34–37, 115, 116
Defences—
admission to 502
responsibility for preservation of works 65
Deficiencies—
clothing, necessaries, &c., how dealt with, 625–629, 737, 738, 742
powers in relation to, writing off ... ... App. IV
Definition of Terms ... ... page xvi
Delegation of Powers—
C.O. to company, &c., commander 542
financial, by officer i/c administration ... ... 122, App. IV
G.O.C.-in-C.'s powers to divisional commanders, &c. ... 39
relating to district courts-martial 39
to issue routes 1034
to order journeys 1027
Dental Corps, Army—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
books kept by ... ... 1597, 1598, App. XXIV, XXV
confidential reports on officers ... ... App. XXIII
duties of officers 135
inspection of 89, 102
officers not entitled to presidency of court-martial 187
,, power of command 174
precedence in Army 875
School of Instruction, classes 830
standing orders, &c. 1601, 1603
subjects of promotion examinations in ... ... App. X
transfers to and from 296–303
Dental Services, responsibility for questions on ... App. III
Dental Treatment—
cards 1627
inspection of recruits 1357
soldiers, time of attendance 1358
Departmental Officers. [*See* **Services and Departments.**]
Depots—
adjutants, tenure of appointment 196
command of and training 22, 55
deficiencies in equipment, clothing, &c., at... 56
infantry adjutants 198
,, command and training 55
,, foreign service battalion reliefs 323
,, inspection of 98
,, machine-gun specialist 321

Index.

Para.

Deserters—*continued.*
confession preserved with attestation ... 612
,, procedure on ... 588
definition of ... 581
documents, disposal of ... 1627, 1639
escorts for ... 586, 590–597, 709
furlough, soldiers not returning from, dealt with as ... 1505
identification of ... 592, 594–597
military custody, when to be taken into ... 586
necessaries, responsibility for, and supply when needed ... 594, 595
order for removal of, by escort ... 593
police, &c., notification from, of apprehension of ... 591–593
,, report to, of desertion ... 581, 582
,, ,, rejoining ... 584
proceedings against ... 585, 586
property, private of ... 1202
protecting certificate to unclaimed ... 587, 588
recruit, absconded ... 581
reports, special, when unusual number of ... 1589
returns, how accounted for in regimental ... 1588
rewards and expenses ... 591
routes, issue of, for ... 590–594
service forfeited and restored ... 246
,, not claimed for, procedure ... 587, 588
soldiers not returning from furlough dealt with as ... 1505
surrender of ... 586
trial, dispensation from, conduct sheets, entries in ... 1630
,, ,, ,, on confession of ... 608, 611
,, ,, ,, order, form of ... 611, 612
,, in Scotland ... 614
Designation, of corps, unit, &c., record of alteration of ... 1641
Detached parties—
to be provided with money for billets, &c. ... 1054
to report when detained in London ... 1022
Detachments—
arriving from abroad, disposal of ... 1181
,, returns relating to, required on dis- ... 1179
embarkation of ... 179
association of, under one command ... 563, 564
C.O., powers of ... 179
command of ... 1210
duty, reckoning for tour of ... 1172
embarkation returns ... 1458
horses of, veterinary inspection ... 1389
mess, share of mess fund, &c. ... 1189
pay sheet ... 213
report, confidential, on officers of ... 1181
Details. [*See also* **Detachment.**]—
arriving from abroad, disposal of ... 656
Detention—
abroad, sentences of ... 684
,, transfer home ... 586
absentee or deserter ... 722
articles removed from soldier undergoing ... 560, 561
award of, by C.O. ... 652, 653
,, court-martial ... 652
,, reasons for introduction as a punishment ... 716
barracks, articles to be sent with soldier to ... 725
,, branch, accommodation in, to be ascertained

Documents—*continued.* Para.
discharge (q.v.).
disposal of, on breaking up of command, &c. 1644
,, ,, transfer, death, &c. 1639
embarkation, furnished on 1158, 1166, 1167
"For Official Use Only" 1576
medals, entry of grant, &c., in 993
memorandum sent to War Office with... 1568
missing on transfer to reserve or discharge 349
names of soldiers in, procedure when changed 1612
obsolete, destruction of 1654
official, access to and publication of 1576
,, security of 502
production before court-martial 649, 650
recovery of original 651
secret and confidential, custody of, and instructions as to 1576–1385
,, ,, ,, deficiency in... 1580
,, ,, ,, destruction of 1578
,, ,, ,, in libraries 847, 848
,, ,, ,, transmission by post, &c.... ... 1577
,, yearly return of 1581
soldiers under sentence, disposal of 687, 689
soldiers, orders relating to 1606
to be forwarded with recommendation for commission ... 144
transfer (q.v.).
transmission between units, offices, &c. 1565
War Office, issued from, care of 1578
Dogs—
in barracks or hospitals 1294
on board ships 1116, 1117
Dominions, Crown Colonies, Protectorates, &c. [*See* under **Colonies and Governors.**]
Drafts. [*See also* **Detachments.**]—
documents to accompany, on embarkation 1158
officers proceeding with, instructions to 1156
peace establishments based on requirements of 4
preparation of, duties of officers i/c records 60
questions connected with, responsibility 117
returns, before embarkation 1150, 1151
service and embarkation, periods 1084
soldiers undergoing sentence 694–698
Drains—
cleaning, &c. 1292, 1293
responsibility for 1293
Dress and Equipment [*See also* **Uniform**]—
arrest when under 538
deviation from sealed patterns forbidden 944
emblems and ornaments 947
equipment. [*See also* **Equipment.**]... ... ... 954, 972–975
eye-glasses 956
forage and service dress cap, how worn 950
full dress head-dress, how worn 950
general instructions 944–956
greatcoats, when and how to be worn... ... ... 954, 964
hair, growth of 949
head-dress in court 507
mourning 955
officers—
abroad, on leave from 957

Para.
Dinners—on embarkation 1101
Directors of Public Companies, officers acting as 516
Disallowances—correspondence relating to 1573
Discharge—
abroad, men due for, and remaining abroad... 340
,, ,, ,, to be sent home at once 341
,, ,, sent home for, disposal of 1181
,, ,, ,, ,, embarkation arrangements ... 1161
,, ,, ,, ,, nominal rolls 1170, 1171
address of soldier on 357
after 21 years' service 244, 245
age for reached 222, 370
application for, instructions as to 370
apprentice, claimed as 370
army service, before completion of 338
,, ,, on completion of 339–341
attested but not finally approved 370
authorization, ... 345, 367, 368, 370
,, definition of brigade commander 367
boys, if under age 351
carrying out of 345, 368, 370
causes of, and special instructions 370
certificates, duplicates not to be given 408
,, in testimonial form 400, 401
,, lost 408
,, mentioned in despatches... 407
,, preparation of 392–395
,, tampered with 409
,, to soldiers on 360, 392
,, type issued for various classes 392
civil employment after, qualifications recorded in documents 400, 401
,, ,, ,, suggestions as to obtaining 411–414
,, ,, responsibility for arrangements ... 58, 117
,, ,, to take up 370
civil power, on conviction by 370
civilian clothing and uniform 354
claiming 245, 370
claims unsettled on, procedure 350, 384
commission or cadetship, appointment to 370
compassionate grounds, on 370
competent officers 367, 368, 370
conduct sheets, company, destroyed on 1635, 1636
confirmation 345, 370, 371
conveyance abroad when entitled 386, 387
court-martial, sentenced to penal servitude by 370
depot, men from abroad sent to 1181
documents, disposal of ... 341, 353, 364, 378–381, 1627, 1639
,, given to soldier on 357, 360
,, missing, procedure 349
,, preparation of 343
,, time-expired men, invalids, &c, from abroad 1166, 1167
,, to accompany soldier sent home for ... 1166, 1167
duties connected with, responsibility for ... ...117, App. III
employment sheet on 1638
engagement, on termination of... 370
enlisted irregularly 370

	Para.
Disease—	
infectious, clothing, &c., not to be returned to store ...	1290
venereal, concealment of	529
Disembarkation. [*See also* **Embarkation.**]	
arrangements for and superintendence	1086, 1174, 1175, 1177–1179
arrival, report of	1177, 1178
baggage, landing of	1177
,, responsibility for passing through customs... ...	1126
date of to be notified in Part II Orders...	1182
details arriving from abroad, disposal on	1181
families from abroad, arrangements for quarters	1174
horses	1185
infectious disease cases	1177, 1183
medical inspection prior to	1177
officers, leave on	1180
,, to report on arrival	1180
payments to soldiers prior to	1165
reports rendered on	1179
soldier under sentence, release on	696
Dismounted men—	
drill and equipment	1195
movement of	1018
Displays of horsemanship or gymnastics	520
Disputes, prevention of, by C.O.	70
Distinguished conduct—	
entries of	1625
medal	995
Distinguished service, brevet promotion for	169
Districts—	
Channel Islands	20
London	20
Northern Ireland	20
United Kingdom divided into	7
Divine service—	
attendance, regular, at	1526
bandsmen, attendance of	1527
chaplains (q.v.)	
families of officers and soldiers, attendance	1528
general instructions	1526–1529
liberty of worship	1526, 1527
officiating chaplains [*see* **Chaplains**].	
seditious language at	1529
Divisional Commanders—	
channels of communication	App. II
class of command	19, 21
command and training of troops	22–24, 49
definition of term	page xvi
delegation of extended powers to, by G.O.C.-in-C.... ...	39
duties, &c.	49, 50, 89
exercise of powers of command	19
mobilization schemes and equipment, responsibilities ...	50
remarks on confidential reports	App. XXIII
Dock or pier dues, exemption, &c.	1134
Documents [*See also* **Officer i/c Records**]—	
abroad, soldier from, separation of certain	1158, 1166
accuracy of, responsibility for	1561
attached to attestation	1616, 1617
courts-martial, copies used for	649, 650

Embarkation [*See also* **Disembarkation** and **Ships**]—*continued.*
Para.
indulgence passengers, officers, men and their families 1140–1144
inoculation before 1153
inspection, medical, prior to 1104–1108
inspection of transports, &c., before 1087, 1088
,, of troops by brigade commander 1103
liquors not to be taken on board 1137
medicines, &c., supply of 1090
motor cars, private 1139
N.C.Os. to record absentees from final parade before ... 1100
orders for, authority issuing 1094, 1147, 1154, 1160
parade and record of names before 1100
patients, returns of 1105
payments to soldiers during journey 1165
periods of the year to various stations abroad 1084
preparations for 1090–1102
prohibited articles, &c. 1137, 1138
regulations, publication of, previous to 1098
reports and returns in connection with
1145, 1146, 1150, 1151, 1159, 1168–1176, 1186
rolls, nominal of approved men 1099
,, ,, of troops and families from abroad 1168–1171
ship's staff 1109
soldier under sentence 694–699
staff officer, responsibility with regard to baggage 1126, 1128, 1135
,, to notify movements of transports 1091
stores placed on board prior to 1090
transfer or discharge, men for 1161
uniform to be worn by officers 1096
units exchanging at intermediate port 1113
warning for 1099, 1147
Embezzlement, &c., stoppages of pay for 655
Emblems, wearing of 947
Employment, Civil. [*See* **Civil Employment.**]
Employment Sheet 1617, 1638
Encampments 1552, 1553
Engagement—
limited, reckoning service towards 246, 247
normal, definition of 224
special short service, extension of 223
Engineering, School of Military—
administration and *functions* 831
commandant is also Inspector of R.E. 12
confidential reports on commandant ... ... App. XXIII
reports rendered by commandant ... ... App. XX
Engineers, Royal—
administration of ... ... App. III
Anti-aircraft Defence, School of (Engineer Wing) 823
army numbers allotted to ... ... App. XVIII
band subscriptions 1366
barracks, inspection of 1274, 1275
books kept by ... ... 1597, 1598, App. XXIV, XXV
chief engineers, channels of communication ... ... App. II
,, ,, command and training of troops 22
,, ,, C.R.Es., &c., to visit Depot 756
,, ,, direct access to G.O.C.-in-C. 131
,, ,, duties of 37, 65
,, ,, powers of brigade commander 19

Foot Guards— Para.
acting with other Household Troops, command of ... 184, 185
Army numbers allotted to ... ... App. XVIII
brigade of, special rules for ... ... App. V
compliments, special, paid by ... ... 913, App. V
G.O.C. London District as brigade commander 46
O.C. regiment, powers of brigade commander 19
officers of, power of command 173
precedence of brigade 875, 876
transfer to 302
Forage—
barns, inspection of 103
barrack subordinates not responsible for 1310
commanding officer's duties 1464
complaints regarding 1465
contracts 1464
demands, &c., for, to whom made 1573
fire, precautions against 1467
inspection of daily issue 1465
" regimentally 1464
issue and receipt of, hours for, &c. 1465
keys of stores, custody 1466
reserve stock of 1464
sentries over 1466, 1467
Forage-cap 950
Foreign courts—
presentation of officers at 904
Foreign Government—
officers employed under, liable to serve on courts-martial ... 178
" " " not to command 178
salutes, &c., to distinguished foreigners
888, 905, 917–920, 924, 943
Foreign languages, study of 872
Foreign manœuvres, attendance at 957, 1486
Foreign medals and orders 1005–1007
Foreman of works, military, removal from appointment ... 275
Forges, inspection of 103
Forms, Army—
indents for A.F. B 108 410
periodical returns ... ... App. XX
Fortifications, responsibility for ... ... App. III
France, permits to visit certain zones 1484
Fraud—
charge submitted to judge advocate-general before trial ... 630
charges involving 622
Freight-ship, Troop [*see* **Ships.**]—
Fuel and Light—
indents, correspondence, &c., regarding 1573
responsibility for provision 133
Funds—
audit of 75
band, contributions to 1366
charitable, when allowed 1555
delegation of powers of officers i/c administration ... App. IV
duties connected with ... ... App. III
G.O.C., at disposal of, for extra regulation expenditure ... 48
postal charges, for 1550
public, responsibility for 84, 124, 1187–1192

Governor of Dominion, Colony, &c.—*continued.* Para,
personal staff of, appointments to 159, 161
,, ,, liable to serve on courts-martial 178
,, ,, power of command 178
position and powers of 27–33
reports on military matters 32
returns to be furnished by O.C. to 29
salutes and honours to 888, 892
,, artillery, sanctioned by 926, 927
,, ,, to 920
,, by guards, to 907, 908, 910, 912
sentries over, salutes by 912
Gratuity—
retirement with, settlement of claims 220
Graves registration in war ... ... App. III
Greatcoats, wearing of 954, 964, 966, 971
Great War—
disability pensions 353
Grenades—
provision, inspection, storage, &c. ... ... App. III
Grievances, redress of 100, 508
Groceries, supply of 1412
Grooms—
employment of, and numbers allowed 1537, 1539
instruction of sons of soldiers as 1419
payments to 1544
Guard, Commander of—
charge of keys of guard detention room 539
duties in connection with charge report 536
handing over stores, &c. 1237
sentries to be visited by 1228
Guard detention rooms—
keys, charge of 539
used for temporary confinement 539, 707
Guard reports—
conduct sheets, compared with periodically 1628
copies of records produced before court-martial 649
entry of charge, &c., in 536, 544
preservation of 1628
rendering of, by commander of guard 1233
Guards—
ammunition for 979
clothing not to be taken off 1227
coffee, hot, for 1231
colours, when to carry 885, 905, 906
commanders of, duties 1226–1237
dismissal, procedure 1235
duty, when counting as a tour of 1210
extra, as punishment 560
field officer, visit and report 1219
fire, &c., alarm of, to turn out 1230
hospitals, for 1342
inspection of, at reveille, retreat, and tattoo 1229
,, before going on duty and on return ... 1225, 1226
,, on dismounting 1235
instructions as to 1224–1237
mounting, hour for 1225

Funds—*continued*. Para.
regimental, C.O. responsible for 75, 77
,, quartermaster, &c., not to have custody of ... 1192
,, questions affecting the War Office, responsibility for ... ... App. III
workshops 1428, 1429
Funerals—
civil functionaries, salutes at 921, 942
departmental officers 939
escorts, and attendants at 936, 940, 941
foreigners, salutes at 943
gun-carriages, when supplied for 934, 935
military, instructions as to ... ... 934–941, App. XXI
minute guns 936, 937, 941
,, at civil funerals 942
officers not entitled to military 934
pall, by whom to be borne at 938
salutes, artillery 921
,, officers, soldiers and colours passing 897
,, table of 936
staff officers 939
wearing of mourning bands 955
Furlough. [*See also* Pass.]—
abroad 1505–1510
,, officer i/c records if C.O. of men from 1502
,, on return from 1515
,, permission to go 1509
,, return passage money to be deposited 1506
address of men on 1507, 1508
arms and accoutrements not taken 967, 1509
bonus in lieu of 1516
commencement and termination of 1505
conditions of 1502, 1506
discharge or transfer to reserve, prior to ... 343, 355, 1516
,, through sickness while on 1519, 1520
dress while on 966
extension of, through sickness 1518, 1519
form for 1503
general instructions 1502–1512
grant of, when withheld 1510
India, from, pay while on 1508
misdemeanours on, to be reported 946
notice to railway, &c., companies in case of parties ... 1024
overstaying 1505
pay while on, from abroad 1508
plain clothes, permission to wear 948, 1503
recruits, when granted 1506, 1516
rejoining, men unable for want of money 1511
,, on Army Reserve being called out ... 1502, 1507
return from, duties, &c., not to be made up on 1512
season 1504
sick, conditions of granting 1521
,, while on, beyond three months 1519
,, ,, extension of 1518, 1519
,, ,, medical attendance 1517
special, conditions of grant 1513–1516
,, during non-furlough season 1504
,, for acts of gallantry, &c. 1514
transfer to home establishment while on 1508

Hospitals—
Para.
animals prohibited 1294
articles sent with sick to 1347
attendants, &c. 1348
boards or courts of inquiry in 735
chaplain, to attend sick in 1535
conduct sheet, entries in, of cases of alcoholism ... 1630, 1634
construction and maintenance ... ... App. III
duties in relation to the sick and to hospitals 118, 134, 1342–1352
families of soldiers, certificate for admission 1351
guards, when furnished over 1342
inspection of, medical officer attends 1267
,, room in barracks 1345
invaliding of soldiers in 378–385
mental, discharge of soldier sent to 385
Netley (q.v.).
offences by patients in 1350
,, ,, soldiers employed in 1349
offences necessitating admission to 570, 571
officers, regimental, to visit men in 1343
,, staff, senior, detained in 1488
orderly for Military Families' Hospital 1352
patients employed on light duties 1348
pay, forfeiture of, by men in, through an offence 570
return of number sick sent by C.O. to medical officer of ... 1344
sick reports to accompany men 1347
Household troops—
Army numbers allotted to ... ... App. XVIII
command of, when serving together or with other troops 184, 185
officers of, power of command 173
precedence of regiments of 873
Humane Society, Royal, medals 1005, 1006
Hygiene—
instruction of all ranks in 776
services, responsibility for questions on ... ... App. III
Hygiene, Army School of—
administration, general instructions 829
confidential reports on officers of ... ... App. XXIII
Hymn Books, supply of, to churches, &c. 1536

I

Identification of offenders 541, 591
Identity Certificate—
improperly parting with 484
not to be pledged for debt 454
reservist, issued to 358
,, returned by, on discharge 492, 493
Identity Discs, disposal of, on transfer to reserve ... 365, 366
Ignominy, discharge with. [*See* "**Discharge.**"]
Imprest holder, quartermaster not to perform duties of ... 1192
Imprisonment—
commuted to detention 652
conduct sheets, entry of award in 1630
disposal of soldiers under sentence of 680
exemption from duty on day of release from 708
expiration of, no escort necessary 713
,, ,, rule for calculating date of 714

Guards—*continued*. Para.
number of 1224
officers, young, to be placed as supernumeraries on ... 1236
police to be used where possible 1224
quitting posts forbidden 1228
relief 1231
,, inspection on 1226
report by commander of 1233, 1235
rounds, visiting sentries 1228
salutes, armed corps and armed parties 909
,, bugle and drum 910
,, colours 888
,, commanding officers 908
,, forbidden between retreat and reveille 909
,, general officers in uniform 908
,, governors 907, 908
,, officers not entitled to 910
,, ,, of other branches or services 913
,, rear of, officers passing in 911
,, relief, officers passing during 911
,, Royal Family, mounted over 907
,, viceroy, mounted over 907
sentries (q.v.).
stable, mounting with or without arms 1232
standards or guidons, when to be carried 883
standing orders to be read 1226
stores and furniture, charge of 1237
turning out at reveille, retreat, and tattoo 1229
,, on alarm of fire, &c. 1230
,, on approach of armed parties 909
,, to officers, &c. 907–911
War Department Constabulary to be substituted for ... 1224

Guards, Brigade of. [*See* **Foot Guards.**]

Guards of honour—
composition of, and when detailed 905, 906
salutes by... ... ... 888, 905–907

Guernsey. [*See* **Channel Islands.**]

Guidons. [*See* **Standards.**]

Gun-carriages, when supplied for funerals 935

Gunnery—
g. after name in Army List 821
instructors in 821
,, assistant, appointment, promotion, &c. 766, 821
staff course, certificate for instructors in gunnery 821
,, ,, duration 821
,, ,, general instructions 821–822
,, ,, list of selected officers 822
,, ,, permanent staff, T.A. 332
,, ,, report on officers attending 821

Guns—
care and preservation 54
entrainment 1060, 1062, 1069–1072
explosion during firing of 740
movement of, notice to railway, &c., company 1024
provision, inspection, &c., responsibility for ... App. III

Gymnastics. [*See* **Physical Training.**]

Invalids—
abroad, from, disposal of on arrival home ... ... Para, 1181
discharge of, special instructions 370
documents, disposal of 353, 378–381
hospitals, soldier in to be invalided 378–384
instructions as to invaliding 378–385
medical examination 352, 379–381
payments to soldiers invalided 356, 378, 384
routes for 1037
Inventions—
duties connected with, responsibility .... App. III
patents for, regulations as to ... ... 1556, App. XIX
trial of, not to be made without War Office authority ... 1557
Inventories in barracks 1279, 1283
Iraq, service in and embarkation, periods 1084
Ireland—
cross-channel routes 1074
importation of animals into 1019
legal advice in ... ... App. VIII
marriages of soldiers stationed in 1646
Northern Ireland District—
aid to civil power, authorities entitled to requisition troops, &c. 1239, 1240
an independent district 20
G.O.C., command and training of troops by 22, 26
,, exercise of powers of G.O.C.-in-C. 19
horses with infectious diseases 1453

J

Jamaica—
O.C., exercise of powers of G.O.C.-in-C. 19
tours of service in 1085
Jersey. [*See* **Channel Islands.**]
Judge Advocate-General—
charges of fraud submitted to before trial 630
proceedings of courts-martial sent to... ... ... 663, 665–667

K

King, The—
birthday, trooping of the colour 889
confirmation of sentences by 667
guards mounted over 905, 907
honours to be paid by the troops to ... 885, 888–889, 905, 907
royal salutes to 888, 889, 917
staff appointments, approval of 105
King's African Rifles, course at Senior Officers' School ... 834
King's Body Guard, appointment to ... ... 159, App. XVII
Kitchens, inspected daily by orderly officer 1413
Kits—
disposal of, soldier sentenced, &c. 1202–1204
free, obtained fraudently 455, 624
hospitals, men sent to 1347
inspection of 85
spare field, on line of march 974
Kneller Hall. [*See* **Music, Royal Military School of.**]

Imprisonment—*continued.* Para.
forms of commitment, &c. 674, 681
limit to 653
not to be awarded to soldier who is to rejoin corps ... 652
penal servitude in lieu of 653
periods of 652
release from, transfer to unit 687
remission of 687, 704
sentences abroad 656, 683–687
,, of court-martial 652
,, where served 683–686, 715
terms of, how awarded 654
Indecency, charge to be submitted to judge-advocate-general before trial 630
India—
adjutant, qualifying courses at machine gun school in ... 154
aide-de-camp in, appointment as 160
army in, government of 8
,, ,, responsibility of commander-in-chief 8
board to test R.E. officers for appointment as C.R.E. App. XXII
Cavalry School, qualification at 817
command, exercise of powers of, in 19
examination of officers for promotion... 861
furlough from 1506, 1508
leave, commencement of 1471
letters to military authorities in, address on... 1569
Senior Officers' School, attendance at... 835
service in, and embarkation, periods... ... ... 1084, 1085
,, ,, reckoning of 1622–1624
staff, appointments relinquished on returning from ... 108
,, ,, to 105
Staff College (q.v.).
supreme military authority in 8
transfers in 302
India Unattached List—
continuance in service beyond 21 years 242
documents of men transferred to 1639
employment of soldiers on 291
extension of service of soldier on 229
reckoning of service 1624
re-engagement of soldier serving on 235
Indian Army—
attachment to regular units at home 791
attendance at schools and classes 791
examination of officers for promotion ... ... 860, App. X
officers, admission to staff college 794, 797
,, exercise of command 172
,, power of command 173, 175
,, summary punishment of 556
warrant officer, declaration of willingness to serve in ... 263
Indian Army Ordnance Corps—
officers of, ineligible for presidency of court-martial ... 187
,, ,, power of command 174
Indian Marine, Royal, salutes, &c., to officers of ... 901, 913
Indian Medical Service—
officers ineligible for presidency of court-martial 187
officers, powers of command 174

Leave of absence—*continued.* Para.
sick medical board and medical certificate 1475, 1488, 1489, 1493, 1498, 1499
,, promotion or transfer during 1476
,, report before expiration of 1489
special 1474, 1501
Staff College, for study at, not granted 1481
,, officers, provision for performance of duties 1480
,, service, completion of 108
transfer, cancelled by 1476
,, granted on 205
veterinary officer, to attend courses 1491
War Office, application to, forbidden... ... ... 1478, 1500
West Coast of Africa, special leave for officers serving on 1501
Legal business, responsibility for ... ... App. III
Legal proceedings—
deserters, &c., in Scotland 614
instructions regarding ... ... 531, App. VIII
officers unable to meet engagements 514
Letter carriers not to be detained in barracks 1549
Letters—
containing medals, registering of 987
notifying casualties to next-of-kin 1592
official, addresses on 1569
,, civilians, to 1566
,, copies to be filed 1604
,, enclosures 1564
,, minutes on 1566
,, mode of writing 1564
,, opened by an officer 1563
,, register of letters received, to be kept 1604
,, signature of 1564, 1570, 1571
,, transmission of... 1562
private, not to be enclosed in official covers... 1575
registered 1550, 1551
secret or confidential, &c. 1576–1583
soldiers, delivery of 1548
,, distribution of, in barracks 1546
,, orderly calling for, at post office 1550
,, stamps, when not obtainable 1549
,, to, direction on envelope 1547
Lévees, regulations regarding ... ... App. VI
Libraries—
confidential documents, &c., sent to 847, 1582, 1583
garrison and station, management 1558
reference and officers' mess 116, 846–849
Lieutenant—
examination for promotion ... ... 850, 851, 856, App. X
posting on promotion to... 193
Lieutenant-Colonel, duties, exemptions while in garrison ... 1214
Lifeboat Institution, Royal National, wearing of medal 1005, 1006
Life Certificate—
reservist, failure to send in 460,461
,, improperly parting with 484
,, issued to 358
,, not to be pledged for debt 454
,, returned by, on discharge 492, 493

Inspections—*continued.* Para.
establishments under War Office control 89
field, in the 94
forage in garrison stores 1464, 1465
grievances may be ventilated at 100
guards and armed parties 1225, 1226, 1235
inspecting officer as to defects, &c., orders by 101
instructions, general, as to 87–91
kit 85
local arrangements not to be interfered with 102
method of... 88
officers and N.C.Os., testing efficiency of 95
orderly accompanying officer 96
parade at, all officers and men to attend 97
programme of, and reports by inspectors 14
quarters, in 94
reports, brigade commander's 99
,, Director-General Army Veterinary Services ... 103
,, general instructions as to 78, 91, 98–103
ships 1087, 1088
stables, not on Sundays 85
staff officer to accompany inspecting officer 96
subjects of 94
Sunday, not to be held on 85
supplies, by officers 73
technical assistance for inspecting officers 89
unit arriving in new command or moving 87
,, efficiency, &c., of 94, 95
,, instructions as to 94–103
veterinary 103

Inspectors—
administrative services 16–18
duties of 13
list of 12
programmes of inspection 14
reports by 15
salutes to 888

Institutes, regimental—
deficiencies, &c. 738
funds, audit of 75
,, quartermaster, &c., not to have charge of 1192
management of 1558
publication of quarterly balance sheet 76

Insubordination, private soldier, procedure 534

Insurance—
property of officers' messes 1385
,, serjeants' messes 1
unemployment, on discharge, &c. ... ...

Intelligence duties—
C.I.G.S's. responsibility ... ... A
supervised by general staff branch 115

Interchanges—
officers ... ...
soldiers ... ...

Interpreters, qualification as ... ...

Interviews with officials at the War Office ... ...

Para.

Madeira, sick leave at, counting as service on West Coast of Africa 1501
Magazines, explosion in, report of 740
Magistrates [*See also* **Civil Power**]—
duties of, in cases of military suppression of civil disorder 1239–1256
G.O.C.-in-C. to maintain friendly intercourse with... ... 43
headdress of soldiers before, in civil court 507
Majors—
command of companies and squadrons 83
confidential reports on ... ... App. XXIII
duties of, in garrison 1215
examination for promotion up to rank of ... ... App. X
,, of, for promotion to lieutenant-colonel App. X
Malaya—
G.O.C., exercise of powers of G.O.C.-in-C. 19
service in and embarkation, periods 1084, 1085
Malta—
artillery officers, rank and precedence 170
,, precedence of regiment 875
,, Reserve [*see under* **Reserve, Army**].
defence scheme for 34
Governor and C.-in-C., powers of G.O.C.-in-C. 19
Militia, adjutant, predecence of 171
,, officers, rank and precedence 170
,, precedence in Army 875
Regiment, King's Own, grant of permanent commissions in Regular Army to officers of 143
tours of service in 1085
Maneges, responsibility for repair, &c. 1266
Manorial rights, not to be interfered with 43
Manœuvres—
distribution of staff duties for 112
foreign, attendance at 957, 1486
power of G.O.C.-in-C. Aldershot Command to arrange ... 41
Salisbury Plain, facilities for Aldershot Command troops... 41
supervised by general staff 116
Manuals—
omissions, &c., notification by inspectors 13
to be in the possession of officers, &c. ... 1597, App. XXIV
Manure, sale of, &c.... ... ... 1188, 1554
Map Reading and Field Sketching, Manual of... 770, App. XXIV
Maps, secret, confidential or for official use only 1576–1583
Marches—
billeting arrangements 1053
compliments by armed parties during 898
mounted units, provision for medical and veterinary officers 1050
recruiting during... 1049
routes, when employed 1017, 1053
states, when furnished 1036
tolls, exemption from 1051
Marching order, dress for 964, 971
Marines, Royal—
courts-martial on personnel of... 673
improper enlistment from 598, 599
officers of, admission to Artillery College 807
,, ,, Staff College 794

Matériel—
artillery, responsibility of O.C. R.A. ... ... Para. 54
engineer ,, ,, C.E. 65
war, list of changes in, to be kept in guard books 1603
Matron, promotion to ... ... 869, App. XI
Mauritius—
O.C., exercise of powers of G.O.C.-in-C. 19
service in and embarkation, periods 1084, 1085
Meals—
inspection of 1413
provision of, responsibility for 1412
working parties 1264
Mechanical Warfare Board—
administration of ... ... App. III
Mechanist—
military, removal from appointment 275
officers, temporary commissions as, on mobilization App. XVI
Medals—
absentees, of 991
active service, custody during 988
Albert 1005, 1006
Board of Trade 1005, 1006
custody of 988, 989, 992
disposal of, individuals transferred 986
Distinguished Conduct 995
documents, entries in 993
duties connected with, responsibility for ... 117, App. III
Edward 1005, 1006
foreign, acceptance of 1006
,, replacement of 1007
,, wearing of 1005, 1007
forfeiture 993, 996, 1012–1014
gallant conduct, pension 997
Good Conduct, disqualification 999
,, ,, general instructions 998–1004
,, ,, presented on parade 1004
grant of, to be recorded 993
Humane Society's 1005, 1006
issue of 985
kit inspection, to be shown at 1010
letters containing, to be registered 987
lost 1008–1011
lunatic soldier 1015
Meritorious Service, and annuity 997
Military Medal 995
National Lifeboat Institution 1005, 1006
non-military, acceptance and wearing of 1005, 1006
notification in Army Orders 985
officers, deceased 1016
Order of St. John of Jerusalem 1005, 1006
receipts for 987, 992
replacement 1008–1011
restoration of forfeited 993, 1012–1014
reservists rejoining colours 988
ribbon, wearing of 994
rolls, preparation of 985
service towards 997, 998, 1003
soldiers, deceased 1016
,, discharged as lunatics 1015

Light Gun— Para.
qualifying courses for adjutants in 154
,, ,, ,, permanent staff, T.A. 332
,, ,, ,, soldiers appointed to depots... ... 321
Lights—
electric 761, 818
"Lights out," sounding of 1218
responsibility of C.E. 65
Liquidation, officers in 514
Liquor, intoxicating—
forbidden in barracks, with certain exceptions 528
,, on ships 1137
Local commanders, duties in connection with services and departments... 132
Lodging List, officers 1318–1321
London—
escort arriving in or passing through 709, 710
soldiers, escorts, &c., detained in, to report themselves ... 1022
London District—
an independent district... 20
G.O.C., command and training of troops by 22
,, exercise of powers of G.O.C.-in-C. 19, 46
London Gazette—
copies to G.Os.C.-in-C.... 141
notices in ... ... 141, 216, App. VI
London Regiment, when considered a corps 1610
Lord Lieutenant, at military funerals ... ... App. XXI
Losses—
barrack 1267–1269, 1271
clothing, &c., by neglect 625–629
investigation by court of inquiry and procedure ... 737–739
powers in relation to ... ... 126, 127, App. IV
writing off, of 124, 126
Lunatic soldiers—
abroad, from, disposal of 1181
chargeable outside United Kingdom 390
civil mental hospitals, discharge when admitted to ... 385
,, ,, removal to 388, 389
conducting party for 391
dangerous, disposal of 389
harmless, discharge of 388
medals of 1015
medical examination, date of 389
parish or union, handed over to 388
property of, record of and disposal 1204
report to next of kin 1592
Lunatic women from abroad, disposal of... 1181
Luncheon parties at races, &c., charges for 1406

M

Machine Gun—
course in, before appointment to depot 321
provision, inspection, storage, &c. ... ... App. III
proficiency pay for qualification in 746
training in, inspection 91
Machine Gun School—
permanent staff of T.A., &c., proportion to be qualified at... 332
qualifying courses for adjutant... 154

Marines, Royal—*continued.* Para.
officers of, rank with officers of Army 878
,, employment on staff service 106
,, exercise of command 172
,, salutes and compliments to 901, 913
precedence on parade with Army 875
soldier reckoning former service in 248
transfers to and from 302
Marriage—
allowance roll, divorce or separation 314
,, ,, eligibility 307, 372
,, ,, officer i/c records to be notified of names ... 310
,, ,, quarters 1336
,, ,, regulations 306
,, ,, restoration to 313
,, ,, wife's misconduct 313
banns and notices 1646
certificate of 1647, 1652
chaplain's record of, abroad 1653
entered in attestation 1647
fines on, by messes, prohibited... 1406
Ireland, soldier stationed in 1646
legal performance necessary 1646
mis-statement as to, on enlistment 370, 372
notification of 1646, 1652
registration of, abroad 1652, 1653
,, ,, at home 1646
soldiers ineligible for marriage allowance need not report 1645
,, record of 1645, 1647, 1652, 1653
Married—
officers at depot, number allowed 198
,, mess subscription 1397
quarters, medical inspection of, monthly 1287
quarters roll, divorce or separation 313, 314
,, ,, eligibility 307
,, ,, embarkation of soldiers on 1149
,, ,, ,, ,, wives not on 1152
,, ,, officers i/c records to be notified of names and vacancies 310
,, ,, order of names and conditions... 309
,, ,, quarters 1330–1335
,, ,, regulations 306
,, ,, removal from 313, 314
,, ,, restoration 313, 314
,, ,, selection to fill vacancies 308
,, ,, sleeping out of barracks 311, 312
,, ,, widower 311
,, ,, wife of soldier on, deprived of benefits through misconduct 313
soldiers, certificate on admission of families to hospital ... 1351
,, return of, whose families are sent home 1163
,, wife desertion, discharge for... 370
Master General of the Ordnance—
Army Council, member of 9
branch of the staff of the Army 104
duties of ... ... App. I, III
Matches—
forbidden in forage stores 1467
,, on board ship 1138

Mess, serjeants'—*continued.*
formation and conduct of ... ... Para. 1408
garrison 1410
president, certain ranks not to act as... 1411
rules for 1410
supervision of 1408
Mess, soldiers'—
contracts, conditions of, to be hung up in stores 1414
cooks 1415–1417
orderly officer to visit 1413
responsibility for and inspection 84, 1412–1414
supply, system of 1412
Messing—
questions affecting the War Office, responsibility... App. III
Methylated spirit forbidden on ships 1138
Military Academy, Royal—
admission to, &c. 143, 793
cadets not liable for service in Army... 1
Military College, Royal—
admission to, &c. 143, 793
band of, army numbers allotted to ... ... App. XVIII
cadets not liable for service in Army 1
Military convict—
abroad, arrival from, disposal on 1181
civil prison, while in, under control of Home Office ... 679
disposal of, powers of authorities 675
forms of commitment, &c. 674, 676–678
private property of 1202
release of 679
sentenced abroad, commitment to prison in Great Britain 677, 684
,, ,, custody, intermediate 678
,, ,, disposal on arrival home... ... 679, 1181
,, at home, commitment to prison 676
ship, while on board, retention in custody 697
Military custody—
definition 533
delivery into, from prison, &c. 691, 693
deserter or absentee 586, 588, 589, 591
immediate investigation necessary 537
intermediate, abroad 678
not for same offence on discharge from prison, &c.... ... 705
officer, warrant officer or N.C.O., power of 534
private soldiers 539
release from, pending promulgation of sentence 719
removal from, when permissible 692
retention in, on board ship 697
,, ,, when case not proceeded with 537
soldier remanded for trial, &c. 718
Military Engineering—
School of Military Engineering, administration, functions of 831
Military history sheet, entries in 1622–1625
Military information, communication or publication of 521–523
Military Knights of Windsor, appointment as... ... App. XVII
Military Law, Manual of, to be in the possession of officers, &c. App. XXIV
Military Medal 995

Movement of troops—*continued.* Para.
authority required for individual journeys 1026
billeting, when no barracks available 1052, 1053
cross-channel routes 1074
delegation of power to order journeys 1027
detached parties to be provided with money 1165
dismounted troops 1018
duties connected with, responsibility for ... ... 118, App.III
duty state to G.O.C.-in-C. new district on 1020
home, at, during peace 1017–1082
homeward passages 1160–1186
marching states 1036
mobilization, on 114
mounted units and detachments 1017
notice of, to officer i/c supplies 1020
,, R.E. officer and officer i/c barracks 1281
outward passages 1147–1159
railway and steamship companies to have notice 1024
reports to War Office 1036
sea, by whom made 1086
,, conveyance in Great Britain, when resorted to ... 1018
table of postings, dates, &c. 1587
temporary duty, officers, &c., to be attached during ... 1023
to be reported on completion 1033, 1036
units moving between commands 1020
warning to authorities at home of troops, &c., arriving from abroad 1171–1176
Mules—
purchase of 1437
shoeing of... 1462
Music, Directors of—
confidential reports on ... ... App. XXIII
Music, Royal Military School of. [*See also* Bandmasters, Bandsmen.]—
admission of bandsmen to, training for 1372
candidates' battalion to be specified by C.O. 1375
commandant, return of men instructed by bandmaster sent to 1373
confidential reports on staff ... ... App. XXIII
instruments obtained through 1376
"Kneller Hall" pitch 1376
objects of 836
Musicians, boys enlisted as 249, 250, 252, 254
Musketry—
inspection of units in 91
regulations, officers to have books of ... ... 1597, App. XXIV
Musketry, School of—
qualification at before appointment to permanent staff of T.A., &c. 332
Mutiny, penalties for 509

N

Names of soldiers, change of in records 1612
National anthem—
how rendered 1364
foreign, to be in the possession of bands 1364
when to be played at salutes 888–890

Mess, officers'—*continued.* Para.
coach, regimental, prohibited 1406
C.O., change of, certificate of solvency 1391
,, regulates contributions and subscriptions 1401
,, responsibility 1377
conduct of, brigade commander to investigate 1392
contributions, on appointment 1393, 1394
,, promotion, exchange, &c., on ... 1395, 1396
,, rates of 1393–1396
depots, officers attached to 1399
detachment, division of fund, plate, &c., for 1389
dining members 1381
discipline maintained at 1390
dress, order of 958, 964, 1381
entertainments, arrival or departure of regiments 1407
,, contributions towards cost 1404, 1406
,, private friends 1405
,, race meetings, &c., luncheons 1406
,, sanction for 1404, 1406
,, written consent to share in 1404
expenses, incidental, monthly charge for 1402
fines prohibited 1406
fund, undue accumulation 1401
garrison, &c. 1378
headquarters 1394, 1395, 1398
honorary membership of 1407
household troops, regulations not applicable to ... 1393–1407
infantry 1393
insurance of property against loss by fire, &c. 1385
King's health may be drunk in water, &c. 1387
libraries 846, 848, 849
management of, C.O. superintends 1377
married officers 1381, 1397
membership 1377, 1381
mess-man, cashing cheques 1384
,, debts incurred by 1382
,, N.C.O. acting as 1382, 1383
mess meetings 1388
plate, presents of, from officers forbidden 1386
presents to 1379
prohibitions 1406
regulations, infractions of, to be reported by brigade commander 1392
R. Tank Corps 1393
school of instruction, attending 1399
seconded officer, &c. 1393
solvency certificate on change of command or station ... 1391
station 1379
subscriptions, annual 1397, 1398
,, exchange, promotion, &c., on 1400
,, incidental expenses 1402
,, married officers 1397
,, officers absent through sickness 1403
,, ,, attached to other units 1399
,, rates fixed by O.C. 1401
Mess, serjeants'—
accounts submitted for audit 75, 1410
artillery, to be managed as "station" messes 1409
entertainments 1410

Non-commissioned officers—*continued.* Para.
promotion, to and among (table) 266
,, to commission 144–146
punishments, summary or minor, liability to ... 558, 559
quarters for 1330–1341
ranks of 255
receiving soldiers after release from imprisonment, &c. ... 713
reduction of 274–276
,, on conviction by civil power 573
removal from appointment 273–275
reposting of 304, 305
reprimand of 558
reproof of, in public 506
resignation of and reversion to previous rank 272
resisting authority of 534
salutes, &c., paid by 901
subordinates, treatment of, by 505
temporary duty, attachment to troops 1023
transfer of 295
working parties 1261
Northern Ireland. [*See* **Ireland.**]
Numbering—
horses 1438
soldiers ... ... 1610, 1611, App. XVIII
Nurses, travelling, authority for 1025, 1026
Nursing Service ... ... 869, 1181, App. XXIII

O

Offences. [*See also* **Charges.**]—
first, treatment of 504, 547
grave, reference to superior authority 547
hospital, involving admission to 570, 571
,, while in 1350
identification of offender 541
investigation, further offences discovered during 553
,, of, soldier deprived of cap, &c., during ... 543
list of, with punishments 652
minor, omitted on trial by court-martial 632
,, record of, produced before court-martial 649
prevalence of, notified in local orders 652
soldier under sentence 554
superiors, against 619
Officer i/c Administration—
absence of, no deputy 119
channels of communication ... ... App. II
duties of ... ... 113, 114, 119–129, App. XV
estimates, preparation of 123
financial powers of 122–124
,, ,, delegation of ... ... 122, App. IV
G.O.C. acting as 39
heads of services and departments, direct dealing with ... 120
intervention of O.C. troops at station 25
losses, &c., authority in respect of 124, 126–128, App. IV
mobilization, duty regarding 114, 125
orders, signing of 113
recruiting, supervision of 125

Officers—*continued.*
Para.
correspondence, responsibility as to 1560–1563
court-martial, attendance at, for instruction 638
,, cannot demand when under arrest 538
,, convening by general officer 617
,, member of, not nominated until competent 638
,, on, record of 1629
,, prosecutor at 639
death of, report and procedure on 1590–1593
defendants in proceedings under ordinary law 531, App. VIII
deficient in knowledge of duties 80
depots, tours of service at 196–200
directorship or agency, not to hold 516
disputes, prevention of 70
drafts, proceeding with, instructions to 1156
dress (q.v.).
duties, exchange of 1211
education of, supervised by general staff branch 115
efficiency, report on, by C.O. 80
,, to be tested at inspections 95
embarkation in uniform 1096
equitation register 1607
examination, preparation for by C.O. 78
,, of, for promotion 850–868
,, syllabus of ... ... App. X
exchanges 201–208
extra-regimentally employed, command, &c., by 178
extravagance, O.C. to discountenance 70
foreign courts, presentation at 904
,, languages, courses in 872
field (q.v.).
gambling, O.C. to discountenance 70
general (q.v.).
grievances ventilated at inspections 100
half-pay 147
health of the troops to be preserved by 71
horse furniture for 965
influence from outside, forbidden 512
inoculation before proceeding overseas 1153
inspection of daily issues 73
instruction of, responsibility for 78, 79
interchanges 195
interviews with officials 512
joining corps on appointment, date of 147
,, on exchange or transfer 205
,, or station, report on 142
journeys, responsible for refreshments on 1064
junior, confidential reports on 214
,, placed as supernumeraries on guard 1236
leave (q.v.).
levées, attendance at, rules for ... ... App. VI
married, at depots 198
mechanist, temporary commissions as, on mobilization App. XVI
mess (q.v.).
,, libraries 846, 848
military information, communication or publication of, forbidden 521, 522
misconduct, retirement for 218
missing on active service 1594

Naval officers— Para.
advice on defence schemes abroad 35
guard of honour, when detailed 906
salutes to 900, 901, 913, 920, 922, 923
visits of ceremony between military officers and 902
N.A.A.F.I.—
questions in connection with, responsibility ... App. III
rebate 76
Navy, Royal—
co-operation with 90
improper enlistment from 598, 599
relative ranks of army and air force 877–879
soldier reckoning former service in 248
Necessaries—
deficiencies in, responsibility for 56
made away with, &c. 625–629
reservists on mobilization 81
responsibility for provision of 84, 136
Netley. [*See also* **Hospitals.**]—
invalids from abroad, discharge of 1181
,, ,, ,, sent to 1181
lunatics, sent to 1181
Newspapers, regimental, copies to British Museum and War Office Library 1643
Next-of-kin—
entries of, in A.B. 64. 1197
notification of casualties to 1591, 1592, 1594
order of 1016
Non-commissioned officers—
acting or lance appointment 268
,, reversion to permanent rank 559
applications from, how submitted 1574
appointments held by, classification 255
arrest (q.v.).
books to be in the possession of ... 1597, App. XXIV
command on parade, &c. 255
commissions as second-lieutenants 143
conduct sheets, entries in 1630–1637
conviction by civil court 573
,, ,, court-martial, &c. 1630
distinction of attending colours 269
employed under Colonial governments, conditions 290
examination for promotion 870, 871
gunnery courses 821
i/c detached parties 1054
individual, conveyance of baggage 1079
instructors, testing capacity as 95
lance ranks, appointment 268
misconduct of, officers to report 501
money, public, not given in charge of 1187
pay, forfeiture of 566
permanent staff, T.A., posting to 316, 317
,, ,, ,, reposting ... 318, 319
plain clothes, when worn 948
precedence of 259
promotion, certificates required 271, 870
,, educational, &c., qualifications for 271
,, examination for 870, 871
,, general instructions 260, 266–270

Officer i/c Administration—*continued.* Para.
responsibility to Army Council 124
War Office, direct communication with 121

Officer i/c Records—
administration, regimental or corps 63
appeal against decisions of 63
channels of communication ... ... App. II
confidential reports on ... ... App. XXIII
C.O. of army reservists 61
,, of men on furlough from abroad 1502
custody of wills 1198
duties of 59–64
in regard to permanent staff of Territorial Army ... 336, 337
military voters, duties in connection with 64
personnel, administration of 60
promotions authorized by 60
returns and reports to be furnished periodically by App. XX
soldiers on strength of unit abroad, command of 62
statistics of soldiers maintained by 1585

Officers—
abroad, arrival home, report and disposal 1180
,, on leave near military operations 1482
,, proceeding on termination of course 1148
,, register of marriages, &c. 1652
absent, how accounted for in monthly returns 1477
air, conveyance by 1075
applications from, how submitted 1574
appointments, promotions, &c. ... ... 141–169, App. III
arrest (q.v.).
arrival in United Kingdom, to report 1497
associations, &c., private, official assistance to 518
attending advanced class, Artillery College, certificates for App. XIII
,, entrance examination, Staff College, certificates for ... ... App. XII
baggage of individual, conveyance of 1079
bankrupt, &c. 514
barrack, district, channels of communication ... App. II
,, ,, financial authority ... ... App. IV
battalion, cannot be selected by 193
books to be kept by ... ... 1597, App. XXIV
cadets, inspection of, by 517
changes in regulations, &c., acquaintance with 74
character affected, retirement for 218
,, ,, returning home 1495
,, impugned 513
charge against, arrest of 534
,, ,, summary dealing with 546
class roll 1607
clothes, plain, when worn 948
colonial, precedence of 170
command, exercise of 172–181
,, power of in certain corps, &c. 173–177
,, of company, &c. 86
,, temporary, duties while in 77
commanding [*see* **Commanders, Commanding Officers.**]
compliments by guards to those in uniform only 910
conduct of, report by C.O. 80

Ordnance Factories—
administration of ... ... Para. App. III
Ordnances Services, Army—
administration of ... ... App. III
duties of inspector of 17
Organization—
general principles of 1–8
responsibility for duties connected with ... 117, App. I
staff of the Army 104
war, responsibility of C.I.G.S. ... ... App. III
Orphans, disposal of, arriving from abroad 1181
Overalls, when worn 964, 969
Over-issues, writing off ... ... App. IV
Overseas Defence Committee, defence schemes for places abroad examined by 35
Overseas forces, &c. (*See* **Colonial.**)

P

Palestine—
service in and embarkation, periods 1084
Parade grounds to be kept in order 1295
Parades—
attendance of all ranks at general's inspection 97
medals, good conduct, presented on 1004
salutes on 888, 889
Sundays, not to be held on 85
Parliament—
business connected with responsibility ... ... App. III
candidate for, definition 519
electors, registration of ... ... App. IX
money voted by, administration 124
Parole, given by governor of dominion, colony, &c. 28
Pass. [*See also* **Furlough.**]—
arms or accoutrements not taken on 967
dress, while on 966
how made out 1523
misdemeanours while on, to be reported 946
on transfer to reserve or discharge 357
period of 1525
permanent, for sleeping out of barracks 311, 312
plain clothes, permission to wear 948
regulations for issue of 1522–1525
types of 1522
Passages—
authority for, to be obtained 1086
homeward and between stations abroad 1160–1186
indulgence 1140–1144
officers, application for, to rejoin units abroad 1148
,, attending schools at home 787, 1148
,, returning from tour at depot... 198
outward 1083–1159
packet, baggage of individuals 1125
,, definition of 1086
,, invalided families 1162
,, responsibility for arranging 1086
soldiers, abroad, to or from, on discharge 386, 1149
,, and families travelling individually 1149
,, attending schools or courses at home ... 787, 1149

Officers—*continued.* Para.
money and stores, public, responsibility for 84
not to reprove warrant officers or N.C.Os. in public ... 506
parades, attendance at when on duty 1207
pay, mode of issue, &c. 141
political activities 517
posting of, not necessarily as in Gazette notices 141
,, to battalions, &c. 193
practical jokes, O.C. to check 70
precedence of, general rules 170, 171, 182–192
presentations, &c. to, not allowed 510
proficiency, report on by C.O. 80
,, standard of 86
promotion (q.v.).
publication of articles, &c. 522
qualifications for staff appointments 107
quartered near their troops when billeted 1053
quarters 1318–1326
quitting United Kingdom without permission, forbidden ... 1483
rank, general rules 170, 171, 182–192
,, when officers of Militia, T.A. or Supplementary Reserve 190
ranks, corresponding, army, navy and air force, &c. 875–880
recommendations not to be forwarded with applications to War Office 511
regimental, general responsibility, &c. 83–86
,, rank of 170
registration as parliamentary electors ... ... App. IX
relations with contractors, &c. 515
report, by C.O. 80
,, confidential ... ... 210–214, App. XX, XXIII
reposting of, after six years' service 194, 195
resigning, general instructions 216–221
,, notification in "London Gazette" 141
,, retention of rank after 189
responsibility of officers in general as regards discipline 501
retirement ... ... 141, 216–221, App. III
salutes, artillery to 920
,, by 900
,, to 907–913
schools (q.v.).
seconded, confidential report on ... ... App. XXIII
services, record of 1609
ships, duties, &c., on board, "arrival report book" ... 1096
,, ,, ,, available for duty 1111
,, ,, ,, detailing for 1111
shorthand, knowledge of 873
soldiers, treatment of, by 505
staff. [*See* **Staff.**]
subaltern 79, 86
summary punishment of 546, 555–557, 616, 1629
superintending sea transport 1086
superior, cases referred to, procedure 616, 617
,, definition of 617
,, offences against 619
,, to become acquainted with abilities of juniors ... 83
superiors, praise or censure of, forbidden 510
suspension from duty 513
temporary duty of more than seven days 1023

Pension—
additional for gallant conduct ... ... Para. 997
disability 352, 353, 383, 384
reckoning former service towards 248
,, qualifying service for 247, 248
Pensioner—
address of, application for 1596
paid pensioner recruiter 362
Permanent staff, Territorial Army. [*See* **Territorial Army.**]
Personal services—
questions relating to ... ... 117, App. III
Personnel—
alterations not to be embodied in defence schemes 34, 35, 37
duty of raising and organizing in peace ... ... App. III
responsibility for business relating to ... ... App. I
Physical training—
Army School of, Aldershot, adjutant's course at ... 151, 154
,, ,, ,, ,, objects of 824
displays of 520
gymnasia, inspector of, returns rendered by ... App. XX
inspection of unit 94
instructors, assistant, additional pay 765
,, ,, appointment 765
,, ,, numbers 762
,, maintenance of efficiency of 762
officers to be capable of instructing in 86
recruits 752, 753
staff, appointments to 763
,, probationary period before appointment 764
Pier dues, exemption from 1134
Pioneers, Infantry—
classification of men by trades 1426
employment, apportionment of money earned 1429
,, barrack repairs 1425
,, on private work 1427, 1429
,, qualifications for 1424
establishment and trades 1422
selection and training 1423
serjeant, appointment, rank, qualifications, &c 1422
workshops 1422–1429
,, deduction from payments for expenses of ... 1428
Piper—
boy enlisted for training as 249, 250, 252–254
serjeant, soldiers qualified as 1371
Piquets. [*See also* **Guards.**]—
disturbances, suppression of, how to be armed, &c. ... 1234
duty, reckoning as tour of 1210
extra, when awarded as punishment 560
mounting, hour of 1225
numbers to be as low as possible 1224
Pistols, regulations as to 952
Police—
civil, deserters and absentees, description of, sent to 581, 582
,, ,, ,, notification of, from 591–593
,, ,, ,, prosecution by 597
,, reservists excused training 434
garrison, composition and command of 729
,, to replace guards and piquets where possible ... 1224
regimental, duties, &c.... ... ... 731, 732

Orders—*continued.* Para.
preparation and signing of, by staff officers 113
promulgation of, regimentally... ... ... 74, 1602
regimental, charges for barrack damages published in ... 1269
,, general orders re-published in 74
,, notification of absentees in 583
,, officer while absent not to issue 77
,, publication of and filing 1602
soldiers, relating to, to be read and explained 1602
standing, issue of 74, 77, 1601, 1602
,, read to the guard 1226
to proceed abroad, officer to take copy with him ... 1134, 1155
unit, publication of 74
,, division into two parts 1606
Orders and decorations—
foreign 1005–1007
forfeiture and restoration 1012
loss and replacement 1008–1011
when worn 964
Ordnance Committee—
administration of ... ... App. III
Commandant, School of Artillery to keep in touch with... 90
Ordnance Corps, Royal Army—
armament artificer section 282, 289
armourer section 277–281
army numbers allotted to ... ... App. XVIII
A.D.O.S., returns, &c., rendered by... ... ... App. XX
books kept by ... ... 1597, 1598, App. XXIV, XXV
C.O.Os., D.A.Ds.O.S., &c., financial authority and powers in relation to losses ... ... App. IV
command of 137
correspondence relating to ordnance services ... 1572, 1573
depot (q.v.).
duties of 136
flag on W.D. vessels 930
Hilsea depot, command of 137
inspection of 17, 89, 102
O.C., powers of brigade commander 19
officers of, ineligible for presidency of court-martial ... 187
,, ,, power of command 174
orders relating to 1601, 1603
officers, confidential reports on ... ... App. XXIII
,, seniority of 188
,, servants allowed 1537
pennant may be flown at stations 914
precedence in Army 875
sections, designation of 1193
subjects of promotion examinations in ... ... App. X
temporary commissions in certain grades on mobilization App. XVI
transfer to and from 207, 296–303
Ordnance Corps, Royal Army, School of Instruction—
administration, functions, courses, &c. 808
"o" after name in Army List 810
ordnance officers course at 809
report on candidate 810
responsibility for administration ... ... App. III
Ordnance Depots, Central, officer empowered to write off deficiencies 126

Printing—
responsibility for ... ... Para. App. III
Prisoners of War—
court of inquiry on officers and soldiers 743
discipline of 180
responsibility for duties connected with ... ... App. III
Prisons—
civil, abroad, authorization 683
,, removal from one to another 702
,, soldier not sent to 682, 683
,, transfer home 684–686
arrival at, time for 680
commitment to 652, 679–683
discharge from 705, 708, 713
disembarked from transport with infectious disease on board 1184
documents, copies sent 689
medical certificate sent to 688
punishment in, entry of, in conduct sheets 1702
soldier in on, change of station of unit 691
warders who are reservists excused training 434
military, abroad, transfer home 684
arrival at, time for 680
commitment to 652, 680, 681
control, inspection and administration of 117, 715
covered conveyance when proceeding to ... 711, 712
discharge from 705, 708, 713
documents sent to 689
fitness for occupation 720
medical certificate sent to 688
punishment, entry of, in conduct sheets... ... 1630
release from, duty not performed on day of ... 708
,, ,, hours for 721
,, ,, orders for 705
removal from, when permitted 691–694
soldier in, on change of station of unit 691
transfer from one to another 702
Private soldier. [*See* Soldier.]
Probation, transfer to another unit on 296–299
Procession, order of, at military funerals ... ... App. XXI
Proficiency pay—
cessation, &c. 746
classification and re-classification 746
inspections as to standards for grant of 751
on transfer 749
qualifications necessary to obtain 744–749
returns 750
staff of military schools, &c. 749
withdrawal and restoration 748
Promotion—
accelerated 163, 164, 167, 168
applications, transmission of 261
brevet 169
by selection 162–166
certificate in lieu of examination for 853
certificates required for 852–855
confidential reports on fitness of officers for 211, 214
documents, disposal of, on 1630
examination for ... ... 78, 850–871, App. X

Punishments—*continued.*
Para.
minor, when to take effect 561
mitigation of, statements by accused 663, 671
not increased because offender elects trial by D.C.M. ... 652
provisions to be observed 561
remission of 652, 656
summary, officers and warrant officers 555–557
,, N.C.Os. 558, 559
,, powers of commanders 563–568
,, private soldiers 560, 561
system of, not to be varied by officer 562
under military law to be explained to recruits 509
Punishment drill, rules for 560, 561, 569

Q

Qualifying courses at Small Arms School, definition 154, App. X
Quartering—
of men 1194
responsibility for provision, &c., ... App. III
Quartermaster—
ammunition, issued by 978
books of ... ... App. XXV
cash duties not performed by, except as sub-accountant ... 1191
commission on mobilization as ... ... 146, App. XVI
funds, regimental, &c., when to have custody of 1191, 1192
imprest holder, duties of, not to be performed by 1192
office, training of subalterns in 86
promotion to, of warrant officer or N.C.O. 144–146
stores, responsibility for quantities 1190
temporary commissions as, on mobilization ... App. XVI
Quartermaster-General to the Forces—
Army Council, member of ... ... 9, App. III
arrangements for movements, embarkations, &c. 1086
branch of the staff of the Army 104
duties ... ... App. I, III
staff, duties of ... ... 118, App. III
standing orders, issue of 1601
Quarters—
accommodation, scale of 1317, 1324
allotment of ... ... 133, 1315–1341, App. IV
applications for, to whom made 1315
cleanliness of 84
correspondence, &c., regarding 1573
exemptions from, officers 1315, 1316, 1326
,, ,, warrant officers and N.C.Os. ... 1315, 1316
families returning from abroad 1170, 1173, 1175
instructors, Army Educational Corps 1328
London, parties proceeding through 710
men, arrangement in, by companies, &c. 1194
,, to be properly dressed before leaving 945
N.C.Os. and men 1330–1341
officers 1318–1326
,, absence, retention during 1325
,, attached for instruction 1319
,, servants 1323
,, unoccupied 1321, 1322

Police—*continued.* Para.
War Department Constabulary, duties, &c. 730
Police, Military, Corps of—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
transfers to and from 296–303
Police Gazette, notification in, of absentees, &c. 466, 468, 581, 584
Policy, questions affecting security of the Empire ... App. III
Political meetings, attendance at or participation in, forbidden 519
Pontoon wagons, loading on to railway trucks 1073
Ports, Defended—
command and training of troops in 54
defence schemes, preparation of 37
Ports, intermediate—
exchange of units 1113
indulgence passages from stations abroad 1140
Position finders—
provision, inspection, storage, &c. ... ... App. III
Postal Services—
responsibility for in war ... ... App. III
Posting—
documents, disposal of 1639
individual soldiers, date of and procedure 1587
infantry, not necessarily in accordance with *London Gazette* notice 141
officers, cross-posting between infantry battalions 201
,, re-posting after six years' service 194, 195
,, to battalions, &c. 193
recruits 755
reservists, competent military authority 436
soldiers, responsibility of officers i/c records 60
staff of Territorial Army or Supplementary Reserve 316, 317
Pouches—
collecting ammunition from, on board ship 1126
examined before issue of blank ammunition 980
Practical jokes, O.C. to check 70
Praise of superiors forbidden 510
Prayer-books, supply and distribution 1536
Precedence—
Army, colonel promoted from brevet-colonel, &c. 169
corps, &c., in Army 875, 876
colonies, in, military and naval commanders-in-chief ... 877
half-pay officer returning to full pay 170
officers, general rules 170, 171, 182–192
permanent, local and temporary rank 182, 183
warrant officers, N.C.Os. and men 256–259
,, ,, ,, on reduction 276
Presentation—
at foreign courts 904
at levées ... ... App. VI
Presents to officers from individuals or public bodies forbidden 510
Press—
communications to 522, 523
relations with, responsibility for ... ... App. III
Press correspondent, officer not to act as, without permission 1485
Prince of Wales—
artillery salutes to standard of 917
guards mounted over 905, 907
personal standard, when flown 914
salutes on parade 888

Rank—*continued.*
Para.
reduction in, of warrant officer or N.C.O. 274–276
relative, of officers of army, navy and air force ... 877–879
,, ,, of army audit staff 880
,, ,, of consular service 879
,, ,, of members of Q.A.I.M.N.S. 882
,, ,, of regular forces, Militia, Territorial Army, &c. 170
resignation, retention by officers after 189
,, warrant officers and N.C.Os. 272
reversion to permanent rank 273
soldiers, and corresponding appointments 255
Ranks—
boys passed for service in, on reaching 18 years 254
commissions from the 143–146
reduction to the 659
Rations—
bread and meat, inspection of 1414
iron, when carried 971
ship, on board, payment for, by indulgence passengers ... 1143
Re-appropriations 1302–1306
Reconnaissances—
instructions in 770
permission to prepare 771
Record offices—
base, duties in regard to casualties 1593
books to be kept by ... ... 1598, App. XXV
distribution list ... ... 59, App. XVIII
duties connected with, at the War Office ... ... App. III
Records, Officer i/c. [*See* Officer i/c Records.]
Records—
births, marriages, and deaths ... 1645, 1647–1650, 1652, 1653
cash transactions 1187
declaration of court of enquiry 1620
disposal of obsolete 1654
historical, of regiments, &c. 1640–1644
officers' and soldiers', maintenance of 1585
officers' services 1609
soldiers', responsibility for 59
,, services 657, 1610–1619
Recreation Grounds, repair of damage to 1272
Recreation Rooms. [*See* Institutes.]
Recruiting—
employment as paid pensioner recruiter, &c. 362
officers responsible for 58, 82, 117, 125
on the line of march 1049
routes for 1040
Recruits—
absconding en route to join, &c. 581, 582, 1639
dental inspection 1357
depot, training at 81
discharge, causes, authorization, &c. 370
furlough, conditions of granting 1506
medical inspection of 752, 753
physical training 752, 753
posting to units 755
training 754, 755
transfer of 302

Promotion—*continued.* Para.
fines on, levied by messes 1406
half-pay, on restoration from 170
joining unit on 205
leave of absence cancelled by 1476
N.C.Os. in excess of establishment 267
notification in *London Gazette* 141
officers extra-regimentally employed, return to regimental duty 163
,, passed over for 163, 166
of officers at Staff College 854
provisional 850–852
responsibility for ... ... App. III
rules for, officers 141, 162–169
,, soldiers 260–271
sister to matron, Q.A.I.M.N.S. ... ... 869, App. XI
soldiers, educational, &c. qualifications for 271
,, employed under colonial governments 290
,, on India Unattached List 291
,, responsibility of officers i/c records 60
staff appointments, failure to pass examination for promotion 107
standard of qualification ... ... App. X
supersession on failure to pass examinations ... 850, 857
,, when not recommended for 211
to commissions, of warrant officers and N.C.Os. ... 144–146
transfer, examination on 853
warrant officers, to Class I, of 261–265
,, ,, Class II, to 266, 267, 270
Property—
effects of sentimental value of deceased soldier 1203
Government, loss of, deduction from pay 560
,, ,, value to be stated in charge sheet ... 628
improper possession of comrade's 621
lunatic, record of and disposal 1204
of men under sentence, and deserters 1202
private, to be respected 43
stolen, restitution of 655
Prosecutor, appointment, duties, &c. 639, 645
Protecting certificate for unclaimed deserter 587, 588
Protectorate. [*See* **Colonies.**]
Provost-Marshal, appointment of, abroad 532
Provost-serjeant—
garrison, duties, &c. 729
regimental, duties, &c. 726, 731, 732
Provost Staff Corps, Military—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
transfers to and from 296–303
Publication of articles, &c., in press 522
Punishments—
after admonition 504
commutation 652
confirming officer, powers of commutation, &c. 661
conduct sheets, regimental, entry in 1630, 1631, 1633
list of offences and 652
minor, N.C.O. 558, 559
,, not given with detention exceeding 7 days 561
,, private soldiers 560, 561

Para.

Reduction—
armament artificers 284
conduct sheet, entry in, of 1630
N.C.O. on conviction by civil power 573
,, precedence of, on 276
,, rank in lower grade 276, 318
warrant officer 273–276, 318

Re-engagement—
attestation, duplicate compared with original 1618
conditions of 222, 231–235
forfeiture of service for desertion, &c. 246
restoration of forfeited service 246
transfer on 302

Reference Libraries 846, 847

Refreshments for journeys, provision of 1064

Refuse from cooking, disposal of 1413

Regimental Associations 1555

Regimental depots. [*See* Depots.]

Regimental Magazines and Newspapers, copies to British Museum, &c. 1643

Regimental Funds—
charitable, allowed 1555
C.Os. responsibility in respect of 75, 77

Register—
candidates for appointment as quartermasters, &c., on mobilization ... ... App. XVI
certificates of education 1608
equitation 1607
letters received 1604
marriages, births, baptisms and deaths 1645–1653
military voters ... ... 64, App. IX

Registrars, reports to, of births, deaths, &c. 1646, 1651–1653

Regular Forces
attachment to, of colonial and Indian Forces 791
,, ,, T.A. and Supplementary Reserve ... 790
communication, channels of ... ... 5, App. II
distribution 5
form part of the Army 1
government and administration 6
India (q.v.).
personnel, duty of organizing in peace ... ... App. III
service, terms of 2
war and peace establishments 3, 4

Regulations—
candidates for commissions 143
expenditure in conformity with 84
list of books which officers, &c. are to possess 1598, App. XXV
officers to acquaint themselves with 74, 503
public discussion of, prohibited 522
responsibility for ... ... App. III

Reliefs—
stations abroad, periods for 1084

Religious—
books 1536
denominations, list of 1199
,, procedure for changing 1200
instruction 1535
ministrations 140
service, salutes not to be fired during 928

Reserve, Supplementary—*continued.* Para.
permanent staff, employment outside military duties ... 519
,, ,, liability to serve on 316
,, ,, postings to 317, 334
,, ,, qualifications for appointment ... 332, 333
,, ,, re-posting to regular forces 318, 319, 334
,, ,, reversion to regular unit 334
,, ,, routes for personnel posted to 1037
,, ,, selection for, by officer i/c records ... 337
,, ,, tours of duty 334
,, ,, transfers for service on 302
,, ,, vacancies, reliefs, &c. 337
precedence 875, 876
promotions, names submitted by G.O.C.-in-C. 40
R. Mon. R.E. to retain militia status and precedence ... 170
schools, courses, &c., attendance at 790
service, terms of 2
soldiers' records 59
Reserve, technical, not liable for service in Army 1
Reserve, Territorial Army, included in Army 1
Resignation—
definition of (footnote) 215
N.C.Os., of rank 272
officers, application in case of misconduct 218
,, interview with member of Army Council 219
,, not to enter service of foreign power on 216
,, notification in London Gazette 141
,, only Army Council may call for 217
,, quitting corps on 216
,, rank, when retained on 189
,, statements by C.O. and command, paymaster regarding claims, &c. 220
Respirators, Anti-Gas, when carried 964, 971
Retirement of officers—
abroad, when home on leave from 220
address to be notified 221
compulsory 216
definition of (footnote) 215
Gazette, notified in, before quitting corps 141
interview with member of Army Council 219
misconduct, application, owing to 218
only Army Council may call for 217
precedence on re-employment 191
quitting corps on 216
statements by C.O. and command paymaster regarding claims, &c. 220
Retreat—
compliments not paid by guards between retreat and reveille 909
guards to turn out at 1229
hour for 1217
Returns—
book for keeping copies 1605
colonial governors, to 29
disposal of on breaking up of command, &c. 1644
destruction of copies after 3 years 1605
disembarkation 1179
embarkation 1145, 1150, 1151, 1159, 1186
,, abroad for home 1172–1176, 1186
families of soldiers sent home 1163

Reports—*continued.* Para.
training, by inspectors 15
Re-posting—
after six years' service, officers 194, 195
,, ,, ,, soldiers 304, 305
from staff of T.A., Supplementary Reserve or depot 318, 319
Representation of the People Acts—
duties of officers i/c records 64
registration of military voters under ... ... App. VIII
Reprimand—
entry in conduct sheet of 1630
N.C.O. below rank of serjeant 565
power of C.O. to 558
Requisitions of Emergency—
signature 129
Reserve, Army—
absence, procedure in case of 461–468
,, reward for information as to absentee 483
address of reservist 359, 439, 469, 1596
allowances 480–482
calling out, competent military authority for posting and transfer 436
,, conveyance free 476, 477
,, methods of, on partial or general mobilization 446
,, Sections A, B and D 416, 432–436
,, subsistence and allowances 480–482
cavalry or R.A. soldier unfit for mounted duties 361
certificates as to working at trade 422
,, issued for period of mobilization 395
,, loss of 408, 484
,, reservist re-joining colours 393
children, birth certificates to be forwarded 470
civil employment, erasure from register of 452
,, ,, guide to 499
,, ,, recommendations as to obtaining 412–414
,, ,, responsibility for arrangements for 58, 117
,, power, called out in aid of 432
,, ,, convictions by, record of 443
colours, return to, conditions 487–489
command of reservists 61, 441
commanding officer, definition 441
composition, general 415
,, Section A 416
,, ,, B 420
,, ,, D 421
conduct sheet, entries in and maintenance 1630, 1637
court of inquiry, when subject to 742
decorations, not to be made away with 453
desertion 461, 467
discharge, age for, Section D 430
,, causes and special instructions 497
,, certificate of civil conviction 443
,, ,, of service 392
,, ,, ... 494, 495
,, certificates obtained from reservist, and disposal 492–495
,, competent officer to authorize and confirm ... 497
,, completion of 497
,, documents, disposal of, on 498
,, nominal rolls of men for 491

Routes—
horses, conveyance of sick ... ... Para. 1059
issue of, responsibility for 118
lost, copies not issued 1031
march, instructions when on line of 1049–1051
,, when employed 1017, 1053
recruiting purposes, for 1040
regimental, issue and use of 1037, 1038
returns of, monthly 1035, 1038
troops from two or more stations proceeding together ... 1029
use of 1028
warrant when route not issued... 1044
when required 1025
Royal Family—
guards mounted over, salutes 885, 905, 907, 912
honours to be paid by troops to ... 885, 888, 889, 891, 912
royal salutes of artillery to 917
standards of, when hoisted 914
Royalties—responsibility for questions regarding ... App. III
Rugs for cross-channel passages 1074

S

Saddlers and Saddletree-makers—soldiers qualified to fill vacancies 1469
Saddlery—
fitting of 1448, 1468
inspection by C.O. 1469
pack saddle instruction for infantry soldiers... ... App. XIV
removal during long journeys 1068
saddletrees stripped and fitted quarterly 1469
stirrup-irons to be roughed 1470
Safes containing secret documents, &c., guarding of 1576
St. Patrick's Day, shamrock in headdress on 947
Salutes—
acting appointments 893
air force officers, to 900, 901
armed parties, compliments by guards and sentries... 909, 912
,, ,, ,, on the march 898
artillery, ambassadors, &c. 920
,, anniversaries 917
,, colonial, special 926, 927
,, hours, &c., for firing 917, 928
,, list of, other than royal 919–927
,, royal 916, 917, 918
,, stations at home and abroad for firing 915
Auxiliary Forces, to officers of 901, 913
birthday of Sovereign, &c. 917
boats, in military 933
bugle and drum 888, 910
cadets, by 900
camp, inspection by member of Royal Family 891
colonial governors, &c.... ... ... 888, 892, 920
colours, troops with uncased 895
C.Os., of garrisons, camps, or stations 888
Crown, to the 888
field-marshals, &c. 888

Reserve, Army—*continued.* Para.
rations, quarters, &c., when called out for training 480, 482
re-engagement, Section A 418
,, ,, D, certificate as to working at trade 431
,, ,, ,, certificate of service issued ... 392
,, ,, ,, eligibility 363, 422
,, ,, ,, entry on certificate of service, &c. 427
,, ,, ,, further periods 430, 431
,, ,, ,, how carried out... ... 424, 425
,, ,, ,, medical examination 352
,, ,, ,, rank on 426
,, ,, ,, term of service 423
re-entry upon army service 487–489
regular forces, improper enlistment into 247, 455
,, ,, part of when called out 432
Regulations for, order by His Majesty authorizing... App. XXVI
rejoining colours 393
,, reserve after absence 468
relegation to 599
reporting 439
residence overseas, permission 344, 457
reversion from Section A to Section B 418, 419
sea, leave to go to 458, 459
service, conditions of, Section A 416–418
,, periods not forfeited 485
,, reckoning for pension, &c. 486
,, terms of 2
strength, returns of 444
,, Section A 416
Supplementary Reserve liable to serve as part of 1
tradesmen, certificate required on enlistment, re-engagement, and annually 422, 431
training, certain reservists excused 434
,, failure to attend 466
,, individual notice of 446
,, liability to be called out for ... 433–435, 463
transfer to. [*See* **Transfer.**]
transfer to another corps 436
travelling expenses, &c. 476–479

Reserve of Officers—
seniority and precedence when on army service 191
Supplementary List, commissions in Household Cavalry and Foot Guards 143

Reserve, Supplementary—
adjutants, admission to staff colleges... 799
,, appointment, qualifications, &c. ... 153–158
appointments, names submitted by G.O.C.-in-C. 40
command and training of troops 22
discharge, certificate of service on 392
enlistment, irregular, from 599, 605–607
forms part of the Army 1
,, ,, ,, ,, Reserve 415
inspection in small arms, &c., training 91
mobilization arrangements, responsibility 56, 57
officers, grant of permanent commissions in Regular Army 143
,, holding Army rank 190
,, rank and precedence 170, 191
permanent staff, attachments 317
,, ,, composition 315

Returns—*continued.* Para.
General Annual Return of the Army 1586
general instructions 1584–1588
general service, men liable to 658
periodical, list of, and forms used ... ... App. XX
routes issued 1035, 1038
secret or confidential documents 1581
soldiers under sentence 658, 694
statistics, maintenance and rendering 1585, 1586
units moving between commands 1020
War Office, to, how addressed 1567
,, ,, periodical, list of ... 1584, 1586, App. XX
Reveille—
compliments not paid by guards between retreat and ... 909
guards to turn out at 1229
hour for 1217
no call sounded between tattoo and 1218
Revolvers, carrying of 952, 964
Rewards—
in the field 984
responsibility for ... ... App. III
Ribbons of medals, wearing of 994
Riding—
and driving training of infantry soldiers ... ... App. XIV
certificate of proficiency... ... ... 781, App. XII
Riding classes, officers 781, 782
Riding-schools—
floors of, kept in repair, responsibility 1266
inspection of, equitation officer attends 1267
Rifle—
qualifying courses for adjutants in 154
,, ,, ,, soldiers appointed to permanent staff, T.A. 332
stripping and cleaning, instruction for depot N.C.O. ... 321
Rifle Brigade, precedence 873, 874
Rifle Depot—O.C., powers of brigade commander 19
Rifle ranges, attendance of medical officer 1354
Riots. [*See also* **Civil Power.**]—
by troops, report of, by G.O.C.-in-C.... 45
definition 1243
employment of troops in suppression of 1238–1256
proclamation under the Riot Act, reading of... ... 1243, 1244
Rolls—
nominal, in embarkations 1168–1171
,, promotion, soldiers' 261, 265, 266
,, rendered to War Office ... ... App. XX
Roster of duties 1205–1216, 1222
Rounds, commanders of guards to go day and night 1228
Routes—
authority for movements 1025, 1028
baggage 1076, 1077
cross-channel 1074
cross references on 1029
descriptions of 1032
deserter 590–594, 1039
details to be inserted on 1030
district, issue and use of 1034–1036
general instructions as to 1025–1040
,, or headquarters, issue and use of 1033

Servants, soldier—*continued.*
selection of ... ... Para. 1538
servants' rooms, not to sleep in, or keep arms, &c., in ... 1323
Staff College, not to accompany officer to 1542
transfer, with officer, when permitted 1539, 1540
Service—
abroad, continuity, when not broken by return home ... 304
,, reckoning of 1623
,, tours of 1084
continuance beyond 21 years 222, 236–243
,, ,, ,, discharge after... ... 244, 245
continuity of, for purpose of re-posting 194, 304
depots, tours at 196–200
entries in documents 1621
exemplary, definition 548
extension of 222–230
,, ,, soldiers serving on special short service engagements 223
,, ,, special short extensions 230
,, ,, to complete periods of less than 12 years with the colours 224
,, ,, ,, 12 years with the colours... 225–229
forfeited, officer 555, 556
,, soldier 246, 247
,, ,, restoration 246, 248
former, reckoning of 248
,, soldier re-enlisting irregularly 598, 599
general, liability to 657, 658
liability for 1
medals, reckoning towards 997, 998, 1003
military history sheets, entries in 1622–1625
orders relating to soldiers' 1606
reckoning of towards limited engagement 248
record of officers' 1609
,, ,, soldiers' [*See also* Attestation.] 657, 1610–1619
,, ,, ,, mode of entering... 1621
,, ,, ,, on certificate of service 394
re-engagement (q.v.)
regiments, of, historical records 1640–1642
re-posting after 6 years' 194, 195, 304
reservist re-enlisting irregularly, rules as to... 247
statement of, entries in 1621
,, ,, for soldier being re-posted 305
terms of, where laid down 2
,, ,, variations in, on transfer 301
,, ,, ,, on selection for training as armourer ... 231
,, ,, ,, ,, ,, armament artificer 235
Service and Pay Book, Soldiers' (A.B. 64)—
alterations in, entered on duplicate attestation 1619
disposal of on transfer to reserve 365, 366
instructions regarding 1156–1193
Service Corps, Royal Army—
administration of ... ... App. III
barracks, inspection of stores 1276
books to be kept by ... 1597, 1598, App. XXIV, XXV
companies, designation of 1191
corps orders kept in guard books 1663
correspondence, &c., on services connected with 1573
depot (q.v.)

Ships—*continued.*
embarkation (q.v.) Para.
explosive articles, excluded from baggage 1138
families, embarkation of. [*See also* Embarkation.]
1095, 1096, 1106, 1152, 1157, 1162, 1163
fire (q.v.)
freight, definition of 1086
,, engagement of 1086
,, indulgence passages in not granted 1144
horses (q.v.)
infectious diseases on, procedure on arrival ... 1183, 1184
inspection of 1087, 1088
liquor, not to be taken 1137
matches and fuzees forbidden 1138
medical officer 1110
messing, payment for, by indulgence passengers 1143
methylated spirit forbidden 1138
military staff for 1109-1113
motor cars, private, in 1139
O.C. troops, warrant to convene court-martial 1091
officers (q.v.)
payments to soldiers, arrangements for 1165
returns, disembarkation 1179
,, embarkation. [*See* Embarkation.]
,, passengers arriving from abroad 1172-1176
rugs for cross-channel passages 1071
salutes, between ships and forts 925
,, in boats 933
,, presence of Sovereign or Royal Family 917
,, to quarter-deck when boarding 900
sentries, arrangements for 1112
soldiers under sentence 695-697
Sovereign or Royal Family on board, flags flown 917
touting for orders for clothes 1164
transports (q.v.).
units, change of, staff to take over duties 1113
wines, spirits, &c., not to be taken on board 1137
Shoe cases, when to be packed 953, 965
Shoeing horses—
by pioneers for officers 1427
examination daily by farrier-serjeant... 1463
inspection and responsibility 1462
pattern 1462
Shoemakers, correspondence relating to training, &c., of ... 1572
Shorthand, certificate of proficiency 873
Sick—
abroad, soldier arriving from, disposal 1181
active service, precedence of officer returning from hospital after sickness on 170
,, ,, reports as to 1583, 1584
attending medical inspection room 1415
barracks, &c., in, medical officer to visit 1359
duties in relation to 1343-1352
furlough, when on 1517-1521
sent to hospital, kit taken 1347
leave. [*See under* Leave.]
sick report, names to be entered on 1346
venereal patients from abroad, disposal 1181
Sierra Leone—O.C., *exercise of powers of G.O.C.-in-C.* ... 19

Smoking—
in forage stores, &c., forbidden ... ... Para. 1467
,, streets when on duty 945
Snow, removal of, from roofs of buildings... 1295
Soldier—
applications from, how submitted 1574
appointments held by, classification 255
arrest (q.v.).
associations, fêtes, &c., assistance at... ... ... 517, 520
books to be kept by ... ... 1597, App. XXIV
cleanliness of, responsibility of officer... 84
conduct sheets of 1630–1637
death of, report and procedure on 1590–1595
definition of term ... ... page xvi
education of, supervision by general staff branch 115
employed under Colonial government, conditions 290
employment sheet to be kept for 1638
enquiries for, by friends 1596
grievances brought to notice of inspecting officer 100
inoculation before proceeding overseas 1153
married 306–314
military information, communication or publication of 521, 522
missing on active service 1519
name, change of, after attestation 1624
number, army 1610, 1611
orders relating to pay, &c., to be read and explained... ... 1602
political activities 517
presents in money to, forbidden 510
private, disobeying orders 534
,, drunkenness, offence of 535
,, ,, simple, when tried for 575
,, misconduct of, officers to report 501
,, precedence of 259
,, quarters for 1330–1341
,, summary and minor punishments 560
proceedings against, limitation of time 548
promotion of 266–268, 271
registration as parliamentary elector ... ... App. VIII
relations with contractors, &c. 515
religious denomination, classification and changing of 1199, 1200
remanded from India Unattached List... 291
reposting after six years' service 304, 305
resisting authority of superiors... 534
services 1610–1621
superiors, praise or censure of, by, forbidden 510
temporary duty, attachment to troops... 1023
treatment of, by superiors 505
Soldier-servants. [*See* Servants.]
Soldiers under sentence—
abroad, civil prisons, not sent to 682
,, committal of, on arrival from 686
,, disposal of, on release at home 687
,, removal from one prison, &c., to another ... 699, 702
,, transfer home 684, 685
classification for disposal 680
clothing and equipment... 716
commitment, forms 674
,, rules for 680–683
,, temporary, of 717

Staff [*See also* Officers]—*continued.*
dress instructions ... ... Para.
duties of, at manœuvres 962, 964
,, at War Office 112
,, distribution of 115
,, in commands, districts, &c. 111, 112
,, on mobilization 111–129
general staff branch channels of communication ... 114
,, ,, ,, duties of ... ... App. II
,, ,, libraries ... ... 112–116, App. XV
,, qualifications for appointment 846–849
,, training of 107
India, appointment to ... ... App. III
,, ,, vacation of when regiments leave ... 105
leave of absence 108
officer accompanying inspecting officer ... 1479, 1480
officer, general, to assist C.O. in instruction of officers ... 96
orders, preparation and signing of 78
organization of 113
personal, appointment and qualification 104
,, completion of employment on 159–161
qualifications for 161
reports, confidential, on 107
reversion to regimental duty ... ... App. XXIII
selection for 106
selection of officers for, responsibility 106
servants allowed ... ... App. III
,, qualifications for appointment 1537, 1540
staff officer to accompany G.O.C. on inspections ... 107
tenure of appointments 96
tours, supervision 106
Staff Colleges— 116
Camberley, students ... ... App. XXIII
,, course of instruction, period of 796
,, certificates required for candidates ... App. XII
,, graduation at exempts from examination for promotion 854
,, officers attached for training while at 804
,, officers eligible for attend 794, 797, 799
,, qualifications for admission to exempts from subject (*d*) 854
,, regulations for 795
colonial officers, admission of 796
examination, application to attend 800
,, boards of 801
,, for admission to 795, 798–802
,, results, publication of 801
general staff, vacancies on, filled from... 107
leave of absence not granted to study for 1481
object of 794
p.s.c. in Army List 794
,, exemption of officer holding, from examination ... 854
preparation of officers for, supervision of 116
Quetta, confidential reports on students ... ... App. XXIII
,, graduation at exempts from examination for promotion 854
,, officer due for removal from Indian establishment 802
,, officers eligible... ... ... 794, 797, 799
,, regulations for 795

Para.
Signal Training Centre, confidential reports on officers at App. XXIII
Signalling—
instruction in, officers of cavalry 86
instructors, numbers to be maintained in each unit 768
signallers, numbers to be maintained in units 769
Signals, Royal Corps of—
administration of ... ... App. III
Army numbers allotted to ... ... App. XVIII
books kept by ... ... 1597, 1598, App. XXIV, XXV
Chief Signal Officer—
command and training of troops 22, 68
duties 68
powers of brigade commander 19
representative officer on corps questions 68
to visit Signal Training Centre 756
confidential reports on officers ... ... App. XXIII
depot (q.v.)
divisional signals, duties of O.C. 69
,, ,, Os.C. to visit Signal Training Centre ... 756
inspection of 89, 102
lieutenant-colonel, exemption from garrison duties, &c. ... 1214
officers of, power of command 173
precedence in Army 875
standing orders, &c. 1601, 1603
subjects of promotion examinations in ... ... App. X
transfer to, soldiers 296–299, 302, 303
units, designation of 1193
Signals, School of—
objects 842
qualifying course for permanent staff, T.A., &c. 332
Signature—
official letters and documents 1564, 1570
soldiers' pay sheets 1189
Sister, examination for promotion to matron ... 869, App. XI
Sites for buildings, boards on 1302, 1303, 1307
Sketches, military—
considered to be public property 771
field, instructions for training in 770
permission to make 771
Sleeping out of barracks 311, 312
Small Arms, provision, inspection, &c., responsibility for ... ... App. III
Small Arms and Machine Gun Schools, Corps of, transfers to and from 296–303
Small Arms Committee, administration of ... App. III
Small Arms School—
army numbers allotted to ... ... App. XVIII
commandant, duties 91
composition of 837
object 838
officers commissioned from the ranks 840
,, qualifications for attendance 839
,, ,, ,, equivalent 839
qualifying courses, definition of ... ... 154, App. X
,, ,, for adjutants 154
,, ,, ,, permanent staff T.A 332
Small-book, soldiers'. [*See* **Service and Pay Book.**]

Stores—*continued.*
provision, maintenance, &c. ... ... Para. 136, App. III
purchase of, at public sales 516
quartermaster's responsibility 1190
responsibility for 72, 73, 1187–1192
ships, on board, shipment, arrangements for 1086
,, ,, ,, responsibility for 1090
Strangers, admission of, into barracks 1312
Stretcher bearers, training, organization, &c., of ... 777–780
Subaltern officers—
encouraged to qualify as adjutant 79
proficiency of, standard required 86
regimental duties, superintendance of... 1221
responsibility for sections, platoons, &c. 1193
Subscriptions—
bands, regimental 1366
for testimonials, prohibited 510
mess, officers' ... ... 13[illegible]–1407
regimental benefit societies 1555
Sudan, tours of service in 1084
Sundays—
admission to detention barracks not permitted on 721
charges not disposed of on 542
inspections and parades to be avoided on 85
punishment drill not carried out on 569
Superior Officer—
definition of 617
offences against 619
,, mode of dealing with, by 616
Superiors, praise or censure of, forbidden 510
Supplementary Reserve. [*See* **Reserve, Supplementary.**]
Supplies—
commanding officer responsible for 73
correspondence with supply reserve depot 1572
deterioration of 128
duties of R.A.S.C. 133
loss of, &c. 737–739
officer i/c, notice of movements to 1020
provision, issue, &c., responsibility for ... ... App. III
quartermaster's responsibility for 1190
responsibility for, in barracks 1311
soldiers' messing 1412
Surrender, displaying token of, in presence of enemy... ... 620
Surveyor of Works, temporary commissions as, on mobilization ... ... App. XVI
Suspension, officer, from duty 513
Swimming—
bathing parades for instruction in 772
certificates in 773
list and test of swimmers 774
prevention of accidents 773
Swords and scabbards, when worn 961, 964, 968
Syllabus of promotion examination subjects ... ... App. X

T

Tailors—
boys enlisted for training as 249
,, transferred from bandsmen, &c. 250

Soldiers under sentence—*continued.* Para.
committing, &c., authorities, power of 675
conduct sheets, entries in 1630
court, removal to be brought before a... 693
disposal of on disembarkation 1181, 1184
documents to accompany on commitment 689
draft, accompanying 694, 698
,, escort for, when included in 698
embarkation of 694–696
equipment taken with 716
escort for 692, 693
hours for arrival at or release from detention barrack, &c.... 690
medical examination before committal 688, 723
medical observation 662
money, accounting for 1203
money, &c., to be taken from, before committal 722
offences by, limit of punishment 653
,, trial at once 554
private property, disposal of 1202
release, day of, exempt from duty on 708
,, forms 674
,, on disembarkation abroad 696
,, on embarkation 694–696
,, returned to unit... 713
remission of punishment. [*See* **Remission.**]
removal of 674, 691–703
returns of, liable to general service 658
,, removed for embarkation 694, 696
rules for classification and committal of 680–683
ship, retention in custody while on 695–697
transfer of, forms 674
unit, removal with 691, 699, 700
witness, when required as, procedure 692
Solicitor, employment on behalf of public ... ... App. VIII
Sovereign, The—
birthday, &c., of, salute on occasion of 917
flags on board ship which indicate the presence of 917
guards mounted over, salutes by 907
honours and salutes to 888
royal salute of guns to 917
Royal Standard ... ... 915, 917, App. VII
Spirits—
in barrack rooms, forbidden 528
on board ship, not to be taken 1137
Sports, funds, audit of 75
Spurs, when worn 962, 964, 971
Stables—
inspection of 103, 1267
,, not on Sundays 85
management of, course of training for infantry soldiers App. XIV
remount officers to have access to 1436
stablemen, &c., offences of 692
wood-soled shoes, wearing of 970
Staff [*See also* **Officers**]—
appointments to, general instructions... ... ... 105, 108
certificate as to suitability for employment on ... App. XII
civilian, control of ... ... App. XII
composition and distribution 14
disposal on completion of tenure 128

Territorial Army—*continued.*
Para.
included in the Army 1
inspection in small arms, &c., training 91
inspection of 13, 16, 91
military engineering, instruction in 831
officers, confidential reports on ... ... App. XXIII
,, grant of permanent commission in Regular Army 143
,, holding army rank 190
permanent staff, attachment to 317
,, ,, composition of 315
,, ,, employment outside military duties ... 519
,, ,, good conduct medal, recommendations ... 1002
,, ,, liability to serve on... 316
,, ,, numbers and ranks allowed 335
,, ,, posting to 315–317, 334
,, ,, qualifications for appointment ... 332, 333
,, ,, quarters, allotment of 1334, 1339
,, ,, regimental routes for 1037
,, ,, reliefs 337
,, ,, re-posting to regular unit 318, 319, 334
,, ,, returns of soldiers qualified for 336
,, ,, reverting to regular unit 334
,, ,, selections for, made by officer i/c records... 337
,, ,, tour of duty 334
,, ,, transfer for service on 302
,, ,, vacancies, filling of 337
precedence of corps 875, 876
,, ,, officers 170, 190
promotions, names submitted by G.O.C.-in-C. 40
records of soldiers, responsibility for 59
regular forces, attachment to 790
regular officers employed with, confidential reports on App. XXIII
R.A.O.C. School of Instruction, officers trained at... ... 808
schools, courses, &c., attendance at 790
small arms, inspection of units 91
stretcher bearers, certificates 780
training, supervision of... ... ... 22, 54
Territorial Army County Associations—
administration of business affecting ... ... App. I, III
administration of Territorial Army in hands of 6
Territorial Army Reserve, included in the Army 1
Testament, New, and Douai Testament, issue of 1536
Testimonials—
not to be forwarded with applications... 511
to superiors, &c., forbidden 510
Theft—
from a comrade, how dealt with 621
stoppages for 655
Time-expired Men—
sent home, disposal of 341, 1181
Titles, regimental—
responsibility for questions connected with... ... App. III
Tolls, exemptions from 1051, 1134
Tours of service abroad 1084
Tower, Warder of, applications for appointment ... App. XVII
Trade, officers and soldiers not to engage in 516
Trades—
sons of soldiers, instruction in... 1419
classification of men by... 1426

Transfer—*continued.*
Para.
officers joining new unit, date of 205
,, leave, cancelled by 1475
,, notification in *London Gazette* 141
,, to A.E.C. 208
,, to R.A.O.C. and R.A.P.C. 207
,, to R.A.S.C. 206
permanent staff of T.A. or Supplementary Reserve, for service on 302
probation, on 296–298
procedure in arranging 294
qualifications for 303
re-engagement, for 234, 302
reserve, to, abroad, soldier arriving home, disposal ... 1181
,, ,, ,, soldier remaining abroad 340
,, ,, ,, soldier to be brought home 341
,, ,, address of reservist to be reported ... 357, 359
,, ,, army service, on expiration of ...339–341, 369
,, ,, authorization 345, 367–369
,, ,, ,, definition of brigade commander 367
,, ,, before completion of service 338
,, ,, ,, ,, ,, with soldier's consent 369
,, ,, carrying out 345, 368, 369
,, ,, causes of, and special instructions 369
,, ,, cavalry or R.A. soldier unfit for mounted duties 361
,, ,, certificates on 358, 360, 392–410
,, ,, ,, ,, detailed instructions for preparation 394
,, ,, ,, ,, in testimonial form ... 400, 401
,, ,, ,, ,, lost 408
,, ,, ,, ,, tampered with 409
,, ,, ,, ,, type for various classes... ... 392
,, ,, civilian clothing and disposal of uniform ... 354
,, ,, civil employment, how to obtain ... 411–414
,, ,, claims, unsettled, of soldier on 350
,, ,, C.O., definition for purposes of 368
,, ,, competent officers for 367–369
,, ,, confirmation 345, 369, 371
,, ,, conveyance of soldier on 386
,, ,, date of 439
,, ,, documents, disposal of 341, 357, 364–366, 1627, 1638, 1639
,, ,, ,, given to soldiers on ... 357, 360
,, ,, ,, missing, procedure 349
,, ,, ,, to accompany soldier sent home for 1166, 1167
,, ,, embarkation arrangements 1161
,, ,, for base or garrison service 352
,, ,, *furlough before* 343, 355, 1516
,, ,, identity discs, disposal 365, 366
,, ,, illness, temporary, detained in hospital 347, 348, 360
,, ,, instructions to soldiers before leaving the colours 358
,, ,, medical examination 352
,, ,, medically unfit 347, 348
,, ,, nominal rolls of men sent home for ... 1170, 1171
,, ,, payment of balances due 356
,, ,, plain clothes, where obtained 1164

Tailors—*continued.* Para
correspondence relating to training, &c., of 1572
workshops, funds 1428
,, supervision of 1420
Tank Corps, Royal—
adjutant, assistant, appointment and duties... 152
,, qualifying courses for 150
administration of ... ... App. III
armed party, officer to accompany 1021
army numbers allotted to ... ... App. XVIII
band subscriptions 1366
books kept by ... ... 1597, 1598, App. XXIV, XXV
companies, division and numbering of 1193
depot (q.v.)
inspection of 89, 102
lieutenant-colonel exempt from garrison duties 1214
officers, power of command 173
,, proficiency required 86
precedence in Army 875
salutes by... 898
subjects of promotion examinations in ... ... App. X
transfers to and from 302, 303
Tank Corps, Royal, Central Schools—
adjutant to qualify at 150, 154
confidential reports on staff ... ... App. XXIII
courses at 813
qualification at, for T.A., &c., permanent staff 332
Tanks and cisterns, cleaning of 1292
Tanks and track vehicles—
conveyance of, escort for 1082
provision, inspection, &c., responsibility for ... App. III
Target-practice, attendance of medical officers at 1354
Tattoo—
bugle calls not permitted after 1218
guards to turn out at 1229
hour for 1217
Technical reserve, not liable for service 1
Telegrams, notifying casualties 1591–1593
Temporary duty—
officers and men, billeting of 1052
,, ,, to be attached to troops during 1023
Territorial Army—
adjutant, admission to Staff College 799
,, appointment, qualifications, &c. 153–158
,, exemption from occupying quarters 1326
administration of 6
air defence formations, advisory visits 93
air defence troops, training 22
appointments, names submitted by G.O.C.-in-C. 40
armoured car companies, training 22
artillery, supervision of training 22
brigades, recommendations to command ... ... App. XXIII
coast defence, command and training 22
command, exercise of 22, 54
commissions in, names submitted by G.O.C.-in-C. ... 40
disembodiment or discharge, certificates issued on 392
electric lighting courses 818
enlistment and organization, terms of 2
hygiene, instruction in 829

Trial—
dispensation from, C.O. not to award punishment after ... Para. 611
,, ,, desertion or fraudulent enlistment ... 608
,, ,, form for use 611
,, ,, forms of confession 609
,, ,, notification to previous corps 613
,, ,, record of, how kept 612
exemption from, on charge of fraudulent enlistment ... 548
not to be delayed by want of documents 648
Trinkets forbidden outside uniforms 951
Troop freight-ship. [*See* Ships.].
Trooping of the Colour 883, 889
Troops—
attending military funeral ... ... App. XXI
movement of, during peace, abroad 1083–1186
,, ,, ,, at home... 1017–1082
Trucks and wagons, loading of 1069–1073, 1078
Trumpet sounds—
authorized books of 1363
prohibited between tattoo and reveille 1218
Trumpeter—
boys enlisted for training as 249, 250, 252–254
serjeant, training of, and soldiers qualified as ... 1370, 1371
Trumpets, grants for, and supply of 1362

U

Umpires, selection, &c., responsibility for ... ... App. XV
Uniform. [*See* also Dress.]
articles not worn by officer under arrest 525
disposal of on transfer or discharge 354
emblems and ornaments, permission to wear 947
Indian Army Departments 958
mourning, when in 955
orders of dress 964, 971
sealed patterns, not to be deviated from 944
wearing of, always when on duty 948
,, ,, at fancy dress balls 960
,, ,, foreign countries, in 957, 1509
,, ,, on board ship 958
,, ,, retired officers, &c. 958
,, ,, watch chains and trinkets not to be visible ... 951
,, ,, when on leave from abroad 957
Union Jack—
distinguishing marks for Army Council and G.Os. C. ... 929
ships, when flown on 929
stations authorized for hoisting ... ... 914, App. VII
United Kingdom, legal proceedings, in, regulations ... App. VIII
Units—
abroad, soldiers arriving from, C.O. of 62
baggage, conveyance of... 1076
books to be kept by ... ... 1598, App. XXV
command of when away from headquarters 24
,, ,, ,, employed together... 179
definition of term ... ... page xvi, 1457
designation, record of alteration in 1641
efficiency of, testing 94

Veterinary Corps, Royal Army—*continued.* Para.
officers, veterinary hospital, attendance at 1267
,, instruction at veterinary school 844
,, leave, to attend course of instruction 1491
,, orderlies for sick horses placed under 1457
,, power of command 174
,, services of farrier, &c., at disposal of 1456
services of, special application for 1459
,, subjects of promotion examinations in ... App. X
precedence of 875
sections, designation of... 1193
stables, &c., access to 1455
standing orders, &c. 1601, 1603
transfers to and from 296–303
Veterinary School, Royal Army—
objects of 844
Viceroys—
colours, lowered to 885
guards and sentries mounted over 907, 912
royal salutes to 888
Victoria Cross 995, 996
Victories, artillery salutes on occasion of... 927
Visits—
advisory, to artillery formations, camps, &c. 90
official, between Navy, Army and Air Force... ... 902, 903
Vocational Training—
Centres, Army, confidential reports on staff ... ... App. XXIII
,, ,, object of 826
responsibility for ... ... App. III
Volleys, at military funerals ... ... App. XXI
Voters, Military, duties of officers i/c records 64
Voyages—
homeward, special instructions for 1160–1186
outward, specials instructions for 1147–1159

W

Wagons. [*See* **Vehicles.**]—
Walking out, dress for 971
War—
organization and establishment for 3
preparation and training of Army for... ... ... 115, 116
War Department—
constabulary 730, 1224
lands, administration of business affecting ... ... App. I
legal actions against ... ... App. VIII
stores, conveyance of 1081, 1082
vessels and boats, flags and salutes 930, 933
Warder of the Tower, applications for appointment ... App. XVII
War Office—
appeal against decision of officer i/c records sent to 63
Army Council (q.v.).
correspondence with 1567–1570
defence schemes, principles to be approved 37
duties connected with administration at ... ... App. III
duties of officers of services and departments... 130
general staff branch 115
heads of departments 9–11

Transfer—*continued.* Para.
reserve, to, premature 342
,, ,, proceedings on 341, 343, 371
,, ,, publication in orders 371
,, ,, reservists to report themselves on 439
,, ,, residence overseas... 344
,, ,, soldier detached from unit 343
,, ,, stages in carrying out 345
,, ,, travelling warrants, when not granted... ... 1048
,, ,, while in hospital 343, 348, 360
,, ,, while under sentence 343, 346, 360
,, ,, will returned to soldier 360
reversion to the ranks on 303
service under 3 months, and over 3 months 302
,, variations in conditions of, on 301
soldiers 292–303
special 302
travelling expenses, when not entitled 302
warrant officer 295, 302

Transport—
baggage 1076
charges, powers of O.C., R.A.S.C. ... ... App. IV
correspondence, &c., relating to, to whom addressed ... 1573
duties of R.A.S.C. 133
hired, not to be used when military available 1081
regimental duties, training, &c. ... ... 1435, App. XIV
sea, provision of 1086
services, administration of ... ... App. III
stores, War Department 1081

Transports [*See also* **Ships**]—
baggage (q.v.)
cabins, allotment of 1087, 1092, 1093
crews, medical inspection of 1089
definition of 1086
dogs and hounds on board 1116, 1117
engagement of, responsibility 1086
indulgence passages in 1140–1143
infectious diseases 1183, 1184
inspection of 1087, 1088
invalided families to be sent home on 1162
O.C. troops, warrant to convene court-martial 1091
officers required for duty 1109–1113
staff sent on board in advance 1109
stores placed on board before embarkation... 1090

Travelling warrants—
army warrant books, custody of 1043
,, ,, list and use of 1042
cross references on 1047
discharge or transfer to reserve, when not granted ... 1048
escorts for War Department stores 1082
for soldiers on furlough to rejoin 1507, 1511
issue of, on behalf of another unit 1046
,, ,, responsibility of issuer as to route 1045
preparation and issue 1047
use, when no route issued 1044
when issued 1041

Treason, &c., notice read to troops 509
Trespassing, G.O.C.-in-C. to prevent 43

Warrant officers—*continued*. Para.
registration for temporary commissions as quartermasters, &c., on mobilization ... ... App. XVI
removal from appointments 273–275
re-posting after 6 years' service 304, 305
,, from depot, &c.... ... ... 318, 319
reproof of, in public 506
resignation and reversion to previous rank 272
salutes by and to 264
summary punishment 546, 616
temporary duty, attachment to troops 1023
transfer 295, 302, 303
Watch-chains forbidden outside uniform... 951
Watch-coats for sentries, charge of 1237
Water—
fittings not to be altered... 1284
scale of consumption in barracks, &c.... 1310
water-bottles 961, 972
West African Frontier Force, course at Senior Officers' School 834
West African Regiment, precedence of 875
West Coast of Africa—
discharge of men enlisted on 387
service on, and embarkation, periods... ... ... 1084, 1085
,, reckoning of 1501
,, ,, towards good conduct medal ... 998
special furlough after service on 1513
,, leave after service on 1501
West Indies, service in and embarkation, periods 1084
Wheelers, employed in ordnance workshops 1434
Whiskers, wearing of 949
Whistles, when carried 963
White Flag, display of, before enemy 620
Widows, disposal of, on arrival from abroad 1181
Wills—
officers' 1593
soldiers' 360, 1197 1198, 1590, 1593–1595
Windows, barrack, opening... 1291
Windsor, Military Knight of ... ... App. XVII
Wines and spirits—
forbidden in barrack rooms 528
,, on board ship 1137
Winter—
encamping troops in the United Kingdom in... 1553
Witness—
expert, officer or soldier subpœnaed as 525
court-martial, attendance at, from a distance 637
soldier under sentence appearing as 692
Wives of soldiers. [*See also* Families.]—
abroad, when not allowed to proceed 1152
claiming discharge of husbands... 370
deprived of benefits of married roll for misconduct 313
desertion, discharge for... 370
filling up of vacancies in married roll 310
intended, passages for 1149
invalid, soldiers to accompany... 1181
support of, soldiers' pay withheld 372
Woolwich, Riding Establishment, training in equitation ... 816
"Word," the (parole), to be given by governors of colonies, &c. 28

1923.	1928.	1923.	1928.	1923.	1928.
98	86	153	143	194	Deleted
99	87	154	144	195	193
100	88	155	145	196	194
101	89	156	146	197	195
102	Deleted	157	147	198–204	196–200
103	91	158	148	205	201
104	94	158A	149	206	Deleted
105	95	159	150	207	202
106	96	160	151	208	203
107	97	161	152	209	204
108	98	162	153	210	205
109	99	163	154	211	Deleted
110	100	164	155	212	206, 209
111	101	165	153 (part)	212A	207
112	102	166	156	212B	208
113	103	167	Deleted	213–220	210–214, App. XXIII
115	104	168	157		
116	106	169	158	221	215
117	107	170	Deleted	222	216
118	108	171	159	222A	217
119	109	172	160	223	218
120	110	173	161	224	219
121	Deleted	173A	162	225	220
122	111	173B	165	226	221
123	112	173C	166	226A	222
124	113	173D	163	227	223
125	114	—	164	228	224
126	105, 115	173E	167	229	225
127	116	173F	168	230	226
128	117	173G	169	231	227
129	118	174	170	231A	228
130	119	175	171	231B	229
130A	120	176	172	231C	230
131	121	176A	173	232	231
132	Deleted	176B	174	232A	232
133	122	176C	175	232B	233
134	123	176D	176	232C	234
135	124	176E	177	232D	Deleted
136	125	177	178	232E	235
137	126	178	179	233	236
138	127	179	180	233A	237
139	128	180	181	234	238
139A	129	181	182	234A	239
140	130	182	183	234B	240
141	131	183	Deleted	234C	241
142	132	184	184	234D	242
143	133	185	185	234E	243
144	134	186	186	235	244
145	135	187	187	236	245
146	136	187A		237	246
147	137	188	188	238	247
148	138	189	Deleted	239	248
149	139	190	189	240	249
150	140	191	190	241	250
151	141	192	191	242	251
152	142	193	192	243	252

1923.	1928.	1923.	1928.	1923.	1928.
400	415	451	466	498	511
401	416	452	467	499	512
402	417	453	468	500	513
403	418	454	469	501	514
404	419	455	470	502	515
405	420	456	471	503	516
406	{421	457	472	504	Deleted
	{422	458	473	505	517
407	Deleted	459	474	506	518
407A	423	460	475	507	519
408	424	461	476	508	520
409	425	462	477	509	522
410	426	463	478	510	521
411	427	464	479	511	523
412	428	465	480	512	524
413	429	466	481	513	531
414	430	467	482	514	526
415	431	468	483	515	563
416	432	469	Transferred	516	564
417	433		to Pay	517	527
418	434		Warrant,	518	528
419	435		1926	519	509
420	436	470	Transferred	520	529
421	437		to Financial	*521–539	,533–541
422	438		Instructions,	540	542
423	439		1924	541	544
424	440	471	484	542	545
425	441	472	485	543	547
426	442	473	486	544	549
427	443	474	487	545	546
428	444	475	488	546	550
429	445	476	489	547	548
430	446	477	490	548	551
431	447	478	491	549	552
432	448	479	492	550	553
433	449	480	493	551	554
434	450	481	494	552	555
435	451	482	495	553	556
436	452	483	496	553A	557
437	453	484	497	554	{558
438	454	485	498		{560
439	455	486	499	555	561
440	456	487	500	556	566
441	457	488	503	557	568
442	Deleted	489	502	558	577
443	458	490	504	559	569
444	459	491	505	560	559
445	460	492	506	561	562
446	461	493	508	562	565
447	462	494	501	563	567
448	463	495	507	564	583
449	464	496	530	565	570
450	465	497	510	566	571

* As these paras. have been entirely re-drafted the identity of the original paras. 521–539 has, in the main, been lost.

1923.	1928.	1923.	1928.	1923.	1928.
733	739	789	790	843	781
734	742	790	Deleted	844	782
735	741	791	791	845	846
736	743	792	792	846	847
737	734	793	811	847	848
738	735	—	812	848	849
739–744	744–751	794	813	849	850
745	752	795	814	850	851
746	753	796	Deleted	851	852
747	754	797		852	853
748	755	798	815	853	854
749	756	799	816	854	855
749A	757	800	817	855	856
749B	758	801	Deleted	856	857
749C	759	802	818	857	858
749D	760	803	90	858	859
750	761	804	819	859	860
751	762		820	860	861
752	763	805	821	861	862
753	764	806	822	862	863
754	765	807	Deleted	863	Deleted
755	768	808	766	864	
756	769	808A	767	865	864
757	Deleted	809	823	866	865
758	770	810	824	867	866
759	771	811	825	868	867
760	772		826	869	868
761	773	—	827	870	869
762	774	—	828	871	870
763	793	812	829	872	871
764	794	813	830	873	872
765	795	814	831	874	873
766	796	—	832	875	874
767	797	815	833	876	875
768	798	816	834	877	876
769	799	817	Deleted	878	877
770	800	818	835	879	878
771	801	819	836	880	879
772	802	820–827	837–841	880A	880
773	803	828	842	881	881
774	804	829		881A	882
776	805	830	Deleted	882	883
777	806	831	843	883	884
778	807	831A	844	884	885
779	Deleted	832	845	885	886
780		833	Deleted	886	887
781	808	834	775	887	1552
	809	835	776	888	984
782	810	836	777	889	888
783	783	837	778	890	Deleted
784	784	838	779	—	889
—	785	839	780	891	890
785	786	840	Deleted	892	Deleted
786	787	841		893	891
787	788	842		894	892
788	789				Deleted

1923.	1928.	1923.	1928.	1923.	1928.
244	253	295	307	352	359
245	254	296	308	353	360
246	255	297	309	354	361
247	256	298	310	355	362
248	257	299	311	356	363
248A	258	300	312	357	364
248B	259	301	313	358	365
249	260	302	314	359	366
250	261	303	315	360	367
251	262	304	316	361	368
252	263	305	317	362	369
253	264	306	318	363	370
253A	265	307	319	364	371
254	266	308	320	365	372
255	267	309	321	366	373
256	268	309A	322	367	374
257	269	310	323–325	368	375
258	270	311	Deleted	369	376
259	271	312	326	370	377
260	Deleted	313	327	371	378
260A	272	315	328	372	379
261	273	316	329	373	380
262	274	317	330	374	381
263	275	317A	331	375	382
264	276	317B	Deleted	376	383
265	277	317C	332	377	384
266	278	317D	333	378	385
267	279	318–325	334	379	386
268	280	326	335	380	387
269	281	327	336	381	388
269A	282	328	337	382	389
270	283	329	Deleted	—	390
271	284	330	338	383	391
272	285	331	339	384	392
273	286	332	340	384A	393
274	287	333	341	385	394
275	288	334	342	386	395
276	289	334A	343	387	396
277	290	335	344	388	397
278	291	335A	345	389	398
279	292	336	346	390	399
280	293	337	347	391	400
281	294	338	348	392	401
282	295	339	349	393	402
283	296	340	350	394	403
284	297	341	351	394A	404
285	298	342	352	394B	405
286	299	343	353	394C	406
287	300	344	354	394D	407
288	301	345	355	394E	408
289	302	346	356	394F	409
290	303	347	357	394G	410
291	304	348	358	395	411
292	305	349		396	412
293	306	350		397	413
294		351		398	414
295					
296					
297					
298					
299					
300					
301					
302					
303					
304					
305					
306					

1923.	1928.
1053	1057
1054	1058
1055	1059
1056	1060
1057	1061
1058	1062
1059	1063
1060	1064
1061	1065
1062	1066
1063	1067
1064	1068
1065	1069
1066	1070
1067	1071
1068	1072
1069	1073
1070	1074
1071	1075
1072	1076
1073	1077
1074	1078
1075	1079
1076	1080
1077	1081
1077A	1082
—	1083
1078*	1086
1079	1091
—	1092
1080	1084
1080A	1085
1081	1086 (part)
1082	1087
1083	1088 1089
1084	1088
1085	Voyage Regulations
1086	1090
1087 1088	Voyage Regulations
1089	1098
1090	1161 1175 (part)
1091	1153
1092	1103 1104
1093	1099
1094	1105
1095	1100
1096	1149

1923.	1928.
1097	1145 1159 1186
1098	1171
1099	1151
1100	1168
1101	1170
1102	1168 1169
1103 1104	Voyage Regulations
1105	1166
1106	1167
1107	1134
1108	1116
—	1117
1109	1146 1148 1155 1156 1180
1110	Deleted
1111	1172 1175 (part)
1112	1173 1174
1113	1176
1114	Deleted
1115	Voyage Regulations
1116	1164
1117	1165
1118	1093
1119 1120	Voyage Regulations
1121	—
1122	Voyage Regulations
1123	1136
1124 1125	Voyage Regulations
1126	1109 1111 1112
1127	Voyage Regulations
1128 1129	1096 1097
1130	
1131	
1132 1133 1134 1135	Transferred to Voyage Regulations

1923.	1928.
1136	1137
1137 1138 1139 1140 1141 1142 1143 1144 1145	Transferred to Voyage Regulations
1146	Voyage Regulations
1147	1106
1148	1152
1149	1157
1150	1107
1151	1108
1152	1095
1153	1163
1154	1162
1155	1118 (part) 1120 (part) 1122 1124 (part)
1156	1138
1157	1119
1158	1121 (part)
1159	1121 (part)
1160	Deleted
1161	Voyage Regulations
1162	1127 1128 1131 1132 (part) 1133
1163	1126 (part) 1127 (part) 1129 1132 (part)
1164	1125 (part)
1165	1135
1166	1130
1167 1168 1169 1170 1171 1172 1173 1174 1175 1176	Transferred to Voyage Regulations

* As Part 2 of Section XI has been entirely recast and portions transferred to Voyage Regulations, the identity of the original paragraphs 1078–1255 has, in many instances, been lost.

1923.	1928.	1923.	1928.	1923.	1928.
567	572	623	626	677	685
568	573	624	627	678	686
569	574	625	628	679	687
570	575	626	629	680	688
571	576	627	631	681	689
572	578	628	632	682	Deleted
573	579	629	633	683	690
574	580	630	636	684	691
575	581	631	637	685	692
576	582	632	638	686	693
577	584	633	639	687	694
578	585	634	640	688	695
579	586	635	641	689	696
580	587	636	645	690	697
581	588	637	643	691	698
582	589	638	644	692	699
583	598	639	642	693	700
584	599	640	646	694	701
585	613	641	647	695	702
586	600	642	650	696	703
587	602	643	649	697	704
588	601	644	651	698	705
589	603	645	652	699	706
590	604	646	653	700	707
591	605	647	654	701	708
592	606	648	655	703	709
593	607	649	656	704	710
594	590	650	659	705	711
595	591	—	660	706	712
596	592	651	661	707	713
597	593	652	662	708	714
598	594	653	663	709	715
599	595	654	664	710	716
600	596	655	665	711	717
601	597	656	666	712	718
602	608	657	667	713	719
603	609	658	668	714	720
604	610	659	669	715	721
605	611	660	670	716	722
606	612	661	671	717	723
607	614	662	672	718	Deleted
608	615	663	657	719	724
609	616	664	658	720	725
610	617	665	532	721	726
611	618	665A	673	722	727
612	634	666	674	723	728
613	648	667	675	724	729
614	619	668	676	725	
615	620	669	677	—	730
616	621	670	678	726	731
617	622	671	679	727	732
618	635	672	680	728	733
619	623	673	681	729	736
620	624	674	682	730	737
621	630	675	683	731	740
622	625	676	684	732	738

1923.	1928.	1923.	1928.	1923.	1928.
1345	1275	1402	1329	1456	1383
1346	1276	1403	1330	1457	1384
1347	1277	1404	1331	1458	1385
1348	1278	1405	1332	1459	1386
1349	1279	1406	1333	1459A	1387
1350	1280	1407	Deleted	1460	1388
1351	1281	1408	1334	1461	1389
1352	1282	1409	1335	1462	1390
1353	1283	1410	1336	1463	1391
1354	1284	1411	1337	1464	1392
1355	1285	1412	1338	1465	1393
1356	1286	1413	1339	1466	1394
1357	1287	1414	1340	1467	1395
1358	1288	1415	1341	1468	1396
1359	1289	1416	Deleted	1469	1397
1360	1290	1417	1342	1470	1398
1361	1291	1418	1343	1471	1399
1362	1292	1419	1344	1472	1400
1363	1293	1420	1345	1473	1401
1364	1294	1421	1346	1474	1402
1365	1295	1422	1347	1475	1403
1366	1296	1423	1348	1476	1404
1367	1297	1424	1349	1477	1405
1368	1298	1425	1350	1478	1406
1369	1299	1426	1351	1479	1407
1370	1300	1427	1352	1480	1408
1371	1301	1428	1353	1481	1409
1372	1302	1429	1354	1482	1410
1373	1303	1430	1355	1483	1411
1374	1304	1431	1356	1484	1412
1375	1305	1432	1357	1485	1413
1376	1306	1433	1358	1486	1414
1377	1307	1434	1359	1487	1415
1378	1308	1435	1360	1488	1416
1379	1309	1436	1361	1489	1417
1380	1310	1437	1362	1490	1418
1381	1311	1438	1363	1491	1419
1382	1312	1439	1364	1492	1420
1383	1313	1440	1365	1493	1421
1384	1314	1441	1366	1494	Deleted
1385	1315	1442	1367	1495	1422
1386	1316	1443	1368	1496	1423
1387	1317	1444	1369	1497	1424
1389	1318	1445	1370	1498	1425
1390	1319	1445A	1371	1499	1426
1391	1320	1446	1372	1500	1427
1392	1321	1447	1373	1501	1428
1393	Deleted	1448	1374	1502	1429
1394	1322	1449	1375	1503	1430
1395	1323	1450	1376	1504	1431
1396	1324	1451	1377	1505	1432
1397	1325	1451A	1378	1506	1433
1398	1326	1452	1379	1507	1434
1399	1327	1453	1380	1508	1435
1400	Deleted	1454	1381	1509	1436
1401	1328	1455	1382	1510	1437

1923.	1928.	1923.	1928.	1923.	1928.
				APPENDICES	
1677	1604	1703	1631	I	I
1678	1605	1704	1632	II	II
1679	1606	1705	1633	III	III
1680	1607	1706	1628	IV	IV
1681	1608	1707	1634	V	V
1682	1609	1708	1635	VI	VI
1683	1610	1709	1636	VII	VII
1684	1611	1710	1637	VIII	VIII
1685	1612	1711	1638	IX	IX
1686	1613	1712	1639	X	X
1687	1614	1713	1640	XI	XI
1688	1615	1714	1641	XII	XII
1689	1616	1715	1642	XII*a*	XIII
1690	1617	1716	1643	XIII	XIV
1691	1618	1717	1644	XIV	XV
1692	1619	1718	1645	XV	XVI
1693	1620	1719	1646	XVI	XVII
1694	1621	1720	1647	XVII	XVIII
1695	1622	1721	1648	XVIII	IX
1696	1623	—	1649	XIX	XX
1697	1624	1722	1650	XX	XXVI
1698	1625	1723	1651	XXI	XXI
1699	1626	1724	1652	XXII	XXII
1700	1627	1725	1653	—	XXIII
1701	1629	1726	1654	—	XXIV
1702	1630			—	XXV

LONDON:
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE
To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:
Adastral House, Kingsway, London, W.C.2; 120, George Street, Edinburgh;
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff;
15, Donegall Square West, Belfast;
or through any Bookseller.

1928

Price 1*d. net.*

Printed under the authority of HIS MAJESTY'S STATIONERY OFFICE
by William Clowes & Sons, Ltd., London and Beccles.

6033) Wt. 3764—8724/250. 40,000. 7/28. W. C. & S., Ltd. Gp. 310.

ARMY COLLEGE, LTD.

Heath End, Farnham, Surrey.

(Within half-a-mile of the Cavalry Barracks, Aldershot).

Military Department:

Mr. COURTENAY WELCH,

ASSISTED BY EXPERIENCED MILITARY INSTRUCTORS,

PREPARES OFFICERS OF THE REGULAR AND TERRITORIAL ARMY—EITHER ORALLY OR BY CORRESPONDENCE — IN ALL SUBJECTS REQUIRED for the PROMOTION EXAMINATIONS

Between 1904 and 1927 (excluding the years 1914 to 1923, when the Military Department was closed) 173 Officers passed from the Army College in the Practical Examination and 421 in subjects (*b*) and (*d*). Of the latter nearly two-thirds took the Correspondence Course, which is specially designed to meet the case of Officers serving abroad.

PERMANENT COMMISSIONS IN THE REGULAR ARMY FOR OFFICERS OF THE TERRITORIAL ARMY AND SUPPLEMENTARY RESERVE.

The following places have already been taken by Candidates sent up from the Army College:—

1924: First. 1925: First, Second, Fifth. 1926: Fourth, Sixth, Seventh, Eighth, Eleventh. 1927: First, Second, Fifth (twice), Seventh, Eighth, Tenth.

Literary Department:

PREPARATION FOR WOOLWICH, SANDHURST, AIR FORCE, NAVY (Direct Entry) and SCHOOL CERTIFICATE.

Woolwich Entrance Examination, 1914-1927			-	**58 passed**
Sandhurst, 1914-1927	-	-	-	**129 „**
School Certificate, 1925-1927	-	-	-	**28 „**

1923.	1928.	1923.	1928.	1923.	1928.
1511	1438	1567	1493	1622	1549
1512	1439	1568	1494	1623	1550
1513	1440	1569	1495	1623A	1551
1514	1441	1570	1496	1626	1553
1515	1442	1571	1497	1627	1554
1516	1443	1572	1498	1628	1555
1517	1444	1573	1499	1629	1556
1518	1445	1574	1501	1630	1557
1519	1446	1575	1500	1631	1558
1520	1447	1576	1502	1631A	1559
1521	1448	1577	1503	1632	1560
1522	1449	1578	1504	1633	1561
1523	1450	1579	1505	1634	1562
1524	1451	1580	1506	1635	1563
1525	1452	1581	1507	1636	1564
1526	1453	1582	1508	1637	1565
1527	1454	1583	1509	1638	1566
1528	1455	1584	1510	1639	1567
1529	1456	1585	1511	1640	1568
1530	1457	1586	1512	1641	1569
1531	1458	1587	1513	1642	1570
1532	1459	1587A	1514	1643	1571
1533	1460	1588	1515	1644	1572
1534	1461	1589	1516	1645	1573
1535	1462	1590	1517	1646	1574
1536	1463	1591	1518	1647	1575
1537	1464	1592	1519	1648	1576
1538	1465	1593	1520	—	1577
1539	1466	1594	1521	1649	1578
1540	1467	1595	1522	1650	1579
1541	1468	1596	1523	1651	1580
1542	1469	1597	1524	1652	1581
1543	1470	1598	1525	1653	1582
1544	Deleted	1599	1526	1654	1583
1545	1471	1600	1527	1655	1584
1546	1472	1601	1528	1656	1585
1547	1473	1602	1529	1657	1586
1548	1474	1603	1530	1658	1587
1549	1475	1604	1531	1659	1588
1550	1476	1605	1532	1660	1589
1551	1477	1606	1533	1661	1590
1552	1478	1607	1534	1662	1591
1553	1479	1608	1535	1663	1592
1554	1480	1609	1536	1665	1593
1555	1481	1610	1537	1666	1594
1556	1482	1611	1538	1667	1595
1557	1483	1612	1539	1668	1596
1558	1484	1613	1540	1669	1597 and App. XXIV
1559	1485	1614	1541		
1560	1486	1615	1542	1671	1598 and App. XXV
1561	1487	1616	1543		
1562	1488	1617	1544	1672	1599
1563	1489	1618	1545	1673	1600
1564	1490	1619	1546	1674	1601
1565	1491	1620	1547	1675	1602
1566	1492	1621	1548	1676	1603

Para.

Working parties—
- authority for and indents ... 1259
- classified as duties ... 1206
- detailing of ... 1258
- fatigue duties (q.v.).
- meals ... 1264
- N.C.Os. required to superintend ... 1261
- officer in technical charge ... 1263
- officers required to superintend ... 1261

Working pay—
- issue of ... 1260
- constructional, responsibility for ... App. III

Workshops, regimental—
- accounts of ... 1421
- charge of ... 1420
- formation of ... 1418
- fund ... 1421
- ,, apportionment of ... 1429
- ,, audit of ... 75, 1421
- instruction given in ... 1418
- pioneer ... 1422–1429
- private work ... 1427, 1429
- soldiers to be encouraged to use ... 1426
- sons of soldiers instructed in ... 1419
- supervision of ... 1420
- tailors' ... 1420
- work, payments for, deduction for expenses ... 1428

Wounds, precedence of officer returning from half-pay on account of ... 170

Y

Yeomanry—
- adjutant, qualifying courses in machine guns ... 154
- command and training of ... 22
- permanent staff, qualifications for ... 332

Yeoman of the Guard, appointment as ... App. XVII

Printed under the authority of His Majesty's Stationery Office, by Wyman and Sons, Ltd., Fetter Lane, London, E.C. 4.

Record Office	Corps	Allotment of blocks of numbers	
		From	To
York	Northumberland Fusiliers ..	4,256,001	4,334,000
	East Yorkshire Regiment ..	4,334,001	4,379,000
	Green Howards	4,379,001	4,435,000
	Durham Light Infantry ..	4,435,001	4,523,000
	West Yorkshire Regiment ..	4,523,001	4,601,000
	Duke of Wellington's Regiment	4,601,001	4,680,000
	King's Own Yorkshire Light Infantry	4,680,001	4,736,000
	York and Lancaster Regiment	4,736,001	4,792,000
Lichfield	Lincolnshire Regimen ..	4,792,001	4,848,000
	Leicestershire Regiment ..	4,848,001	4,904,000
	South Staffordshire Regiment	4,904,001	4,960,000
	Sherwood Foresters	4,960,001	5,038,000
	North Staffordshire Regiment	5,038,001	5,094,000
Warwick	Royal Warwickshire Regiment	5,094,001	5,172,000
	Gloucestershire Regiment ..	5,172,001	5,239,000
	Worcestershire Regiment ..	5,239,001	5,328,000
	Royal Berkshire Regiment ..	5,328,001	5,373,000
	Oxfordshire and Buckinghamshire Light Infantry	5,373,001	5,429,000
Exeter	Duke of Cornwall's Light Infantry	5,429,001	5,485,000
	Hampshire Regiment ..	5,485,001	5,562,000
	Wiltshire Regiment	5,562,001	5,608,000
	Devonshire Regiment ..	5,608,001	5,662,000
	Somerset Light Infantry ..	5,662,001	5,718,000
	Dorsetshire Regiment ..	5,718,001	5,763,000
Warley	Norfolk Regiment	5,763,001	5,819,000
	Suffolk Regiment	5,819,001	5,875,000
	Northamptonshire Regiment	5,875,001	5,931,000
	Cambridgeshire Regiment ..	5,931,001	5,942,000
	Bedfordshire and Hertfordshire Regiment	5,942,001	5,998,000
	Essex Regiment	5,998,001	6,076,000
Hounslow	Royal West Surrey Regiment	6,076,001	6,132,000
	East Surrey Regiment ..	6,132,001	6,188,000
	Middlesex Regiment	6,188,001	6,278,000
	Buffs	6,278,001	6,334,000
	Royal West Kent Regiment	6,334,001	6,390,000
	Royal Sussex Regiment ..	6,390,001	6,446,000
	Royal Fusiliers	6,446,001	6,515,000
London, 80, Pall Mall, London, S.W. 1	London Regiment and Inns of Court O.T.C.	6,515,001	6,825,000
	Honourable Artillery Company (Infantry)	6,825,001	6,837,000
Rifle, Winchester	King's Royal Rifle Corps ..	6,837,001	6,905,000
	Rifle Brigade	6,905,001	6,972,000
Hamilton	Royal Inniskilling Fusiliers	6,972,001	7,006,000
	Royal Ulster Rifles	7,006,001	7,040,000
	Royal Irish Fusiliers	7,040,001	7,075,000
	Royal Dublin Fusiliers* ..	7,075,001	7,109,000
Warwick	Royal Irish Regiment* ..	7,109,001	7,143,000
	Connaught Rangers*	7,143,001	7,177,000
	Leinster Regiment*	7,177,001	7,211,000
	Royal Munster Fusiliers* ..	7,211,001	7,245,000

* Disbanded.

APPENDIX XVII

CONDITIONS FOR APPOINTMENT TO HIS MAJESTY'S BODY GUARD, &c.

Applications from officers to have their names placed on the lists of candidates for appointment, after retirement, to his Majesty's Body Guard of the Honourable Corps of Gentlemen-at-Arms, as Exons in the King's Body Guard of the Yeomen of the Guard, or as Military Knights of Windsor, should be addressed to the Under Secretary of State, The War Office, to whom also recommendations of warrant officers or serjeants for appointment, after discharge, as Yeomen of the Guard, should be forwarded.

(*a*) His Majesty's Body Guard of the Honourable Corps of Gentlemen-at-Arms

(i) A candidate for appointment must be:—

(*a*) A retired officer of the category defined in para. **173**, or a retired officer of the Royal Marines.

(*b*) Not over 50 years of age.

(*c*) Not less than 5 feet 8 inches in height (measured without boots).

(*d*) In possession of at least one medal for field service.

(ii) Vacancies are filled by His Majesty, on the recommendation of the captain of the corps, from a list of officers of long or meritorious service kept at the War Office.

(*b*) Exon in the King's Body Guard of the Yeomen of the Guard

(i) A candidate for appointment must be:—

(*a*) A retired officer of the category defined in para. **173**, or a retired officer of the Royal Marines.

(*b*) Not over 50 years of age.

(*c*) In possession of at least one medal for field service.

(*d*) Not less than 5 feet 10 inches in height (measured without boots).

(ii) Vacancies are filled by His Majesty, on the recommendation of the captain of the King's Body Guard, from a list of officers of long and good service kept at the War Office.

(*c*) Military Knight of Windsor

A candidate for appointment must be:—

(*a*) Under 73 years of age.

(*b*) A "gentleman brought to necessity," but whose income does not amount to less than £50 per annum for himself, and £25 per annum for his wife, and £25 per annum for every other individual dependent on him.

be forwarded to the Army Council for approval, accompanied by a general description of the invention. When, however, permission has already been given to lodge a complete specification and obtain a British patent for the same, such description need not accompany the application.

---

7. (*a*) It may be useful for the information of inventors to state that, speaking generally, there are three alternative courses which are adopted by the Army Council in dealing with an invention or patent, viz. :—

(i) Where the Army Council (or Admiralty, or Air Council) desire to retain complete control of the invention or patent, in which case assignment to the Secretary of State (or Admiralty, or Air Council) will be ordered, and the inventor will not be allowed to dispose of the commercial uses of his patent if it has any.

(ii) Where the Army Council are satisfied with an agreement giving the Government and its contractors a right to use the invention or patent, but otherwise leaving the inventor free to dispose of his invention or patent for commercial purposes.

(iii) Where the Army Council do not consider that they have any interest in the invention or patent and leave it to be dealt with entirely by the inventor and release him from the obligations he has entered into.

(*b*) If an inventor wishes his invention or patent to be dealt with under heads (*a*) (ii) or (iii), he must make a written application through the usual channel for that purpose. It must be understood that the matter is entirely in the discretion of the Army Council, and that they cannot undertake to deal with any particular invention or patent according to any one of the above-mentioned methods, but may adopt some different course in the matter.

8. An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, &c., incurred by him personally, as well as of any consideration he may have received directly or indirectly in respect of the invention.

APPENDIX XVIII

LIST OF RECORD OFFICES AND OF ARMY NUMBERS ALLOTTED TO CORPS

Record Office	Corps	Allotment of blocks of numbers	
		From	To
Royal Army Service Corps, Deptford, S.E. 8	Royal Army Service Corps ..	1	294,000
1st Life Guards	1st Life Guards	294,001	299,000
2nd Life Guards	2nd Life Guards	299,001	304,000
Royal Horse Guards	Royal Horse Guards	304,001	309,000
Cavalry, Canterbury ..	Lancers	309,001	386,000
	Dragoons	386,001	528,000
	Hussars	528,001	721,000
Royal Artillery, Woolwich Dockyard	Royal Artillery ..	721,001	1,396,000
,, ,, ,,	Honourable Artillery Company (Batteries)	1,400,001	1,842,000
Royal Engineers, Chatham ..	Royal Engineers	1,396,001	1,400,000
Royal Corps of Signals ..	Royal Corps of Signals	1,842,001	2,303,000
Grenadier Guards	Grenadier Guards	2,303,001	2,604,000
Coldstream Guards	Coldstream Guards	2,604,001	2,646,000
Scots Guards	Scots Guards	2,646,001	2,688,000
Irish Guards ..	Irish Guards	2,688,001	2,714,000
Welsh Guards ..	Welsh Guards	2,714,001	2,730,000
Birdcage Walk, London, S.W. 1.		2,730,001	2,744,000
Infantry—			
Perth	Black Watch	2,744,001	2,809,000
	Seaforth Highlanders ..	2,809,001	2,865,000
	Gordon Highlanders	2,865,001	2,921,000
	Cameron Highlanders ..	2,921,001	2,966,000
	Argyll and Sutherland Highlanders	2,966,001	3,044,000
Hamilton	Royal Scots	3,044,001	3,122,000
	Royal Scots Fusiliers ..	3,122,001	3,178,000
	King's Own Scottish Borderers ..	3,178,001	3,233,000
	Cameronians	3,233,001	3,299,000
	Highland Light Infantry ..	3,299,001	3,377,000
	East Lancashire Regiment ..	3,377,001	3,433,000
	Lancashire Fusiliers	3,433,001	3,511,000
Preston	Manchester Regiment	3,511,001	3,589,000
	Border Regiment	3,589,001	3,644,000
	Prince of Wales's Volunteers	3,644,001	3,701,000
	King's Own Royal Regiment	3,701,001	3,757,000
	King's Regiment	3,757,001	3,846,000
	Loyal Regiment	3,846,001	3,902,000
	South Wales Borderers ..	3,902,001	3,947,000
	Welch Regiment	3,947,001	4,025,000
ewsbury	King's Shropshire Light Infantry	4,025,001	4,070,000
	Monmouthshire Regiment ..	4,070,001	4,103,000
	Herefordshire Regiment ..	4,103,001	4,114,000
	Cheshire Regiment	4,114,001	4,178,000
	Royal Welch Fusiliers ..	4,178,001	4,256,000

be forwarded to the Army Council for approval, accompanied by a general description of the invention. When, however, permission has already been given to lodge a complete specification and obtain a British patent for the same, such description need not accompany the application.

---

7. (*a*) It may be useful for the information of inventors to state that, speaking generally, there are three alternative courses which are adopted by the Army Council in dealing with an invention or patent, viz. :—

(i) Where the Army Council (or Admiralty, or Air Council) desire to retain complete control of the invention or patent, in which case assignment to the Secretary of State (or Admiralty, or Air Council) will be ordered, and the inventor will not be allowed to dispose of the commercial uses of his patent if it has any.

(ii) Where the Army Council are satisfied with an agreement giving the Government and its contractors a right to use the invention or patent, but otherwise leaving the inventor free to dispose of his invention or patent for commercial purposes.

(iii) Where the Army Council do not consider that they have any interest in the invention or patent and leave it to be dealt with entirely by the inventor and release him from the obligations he has entered into.

(*b*) If an inventor wishes his invention or patent to be dealt with under heads (*a*) (ii) or (iii), he must make a written application through the usual channel for that purpose. It must be understood that the matter is entirely in the discretion of the Army Council, and that they cannot undertake to deal with any particular invention or patent according to any one of the above-mentioned methods, but may adopt some different course in the matter.

8. An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, &c., incurred by him personally, as well as of any consideration he may have received directly or indirectly in respect of the invention.

Description of Return	No. of Army Form and when to be sent
By G.O.C.-in-C.—*cont.*	
Yearly—cont.	
Consolidated return of all ammunition (except for fixed armaments and S.A.A.) on charge of troops and in store.	A.F. G 903. To be compiled for 31st March in each year.
Lecturing apparatus on charge	A.F. G 1019. So as to be received by 31st March.
Annual estimates for pay—	
Staff	A.F. M 1432 } So as to be received by 1st October.
Chaplains, officiating clergy, &c. ..	A.F. M 1433 }
R.A.O.C.	A.F. M 1435 }
Personnel for R.E. Services	A.F. M 1436 }
Annual estimate for expenditure on—	
Engineer Services	A.F. M 1400A. So as to be received by 1st October.
Lands and property	A.F. M 1430. So as to be received by 15th October.
Supplies (Vote 6) (abroad)	A.F. M 1441. So as to be received by 1st November.
R.A.S.C. subordinate establishments	A.F. M 1434. So as to be received by 1st October.
Allowances (lodging, stable and transport, &c.) (Vote 5) (abroad)	A.F. M 1440. So as to be received by 1st November.
Allowances (lodging, stable and transport, &c.) (Vote 5) (home)	A.F. M 1431. So as to be received by 1st November.
Blank ammunition for training, &c.	A.F. G 913. Immediately amount of money available is known.
Stores for conveyance home	A.F. G 1055. So as to be received by 1st September.
Return of officers for relief under para. 194	Manuscript. 1st April.
Return of soldiers for relief under para. 304	Manuscript. 1st April to officer i/c *records*.
Narrative report on small arms weapon training of all Regular Army, T.A. and Supplementary Reserve units in the command	Manuscript. *Home.*—by 31st December, to Commandant, Small Arms School, Hythe, for transmission to the Under Secretary of State, The War Office, together with the regimental weapon training returns (A.F. B 187) of regular units, and divisional weapon training returns (A.F. E 567) of T.A. divisions. *Abroad*—within six weeks of the conclusion of the weapon training year, to Commandant, Small Arms School, Hythe.
Narrative report on machine-gun training of all cavalry and infantry units of the Regular Army, T.A. and Supplementary Reserve in the command	Manuscript to *Commandant, Small Arms* School (Machine Gun Wing), Netheravon, for transmission to the Under-Secretary of State, The War Office, together with the machine-gun squadron or platoon annual machine-gun returns (A.F. B 192M) of regular units, and regimental Vickers machine-gun return (A.F. E 570) of T.A. units. *Home*—by 1st December. *Abroad*—within 6 weeks of the conclusion of the weapon training year, to Commandant, Small Arms School (Machine Gun Wing), Netheravon.

APPENDIX XX

REPORTS AND RETURNS

The returns set out below will be rendered to the Under-Secretary of State, The War Office, except where otherwise directed.

Description of Return	No. of Army Form and when to be sent
BY G.O.C.-IN-C.	
Yearly	
Return of guns and mountings held on charge as reserves for fixed armaments	Manuscript. 31st March.
Return of ammunition held on charge for guns in fixed armaments and practice batteries	Manuscript. 31st March.
Return of horse, field, &c., guns and carriages held on charge	A.F. E 505 (in duplicate). 1st October.
Return of machine guns held on charge by troops and in store, excepting those held on approved armaments	Manuscript. 31st March.
Returns of dismounted ordnance	Manuscript. 1st April, through G.O.C.-in-C. Only required for guns of fixed armaments.
Detail of changes in armament	A.F. G 819. 1st April, through G.O.C.-in-C.
Report of promulgation of Army Act (abroad only)	Manuscript. After promulgation.
Secret documents (exclusive of ciphers and documents relating thereto)	A.F. A 24. 1st December.
Ciphers and documents relating thereto ..	A.F. A 24A. 1st December.
Confidential reports (officers)—	
General and Administrative Staff ..	A.F. B 194. Not later than 1st January.
Cavalry	A.F. B 194 } After annual inspection
R.A.	A.F. B 194 } After annual inspection
R.E.	A.F. B 194 } After annual inspection
R. Signals	A.F. B 194 and A.F. B 194B } After annual inspection
Infantry	A.F. B 194 } After annual inspection
R. Tank Corps	A.F. B 194 } After annual inspection
Instructional staffs at training schools	A.F. B 194 } 1st January.
R.A.S.C.	A.F. B 194 } 1st January.
R.A.M.C. and A.D. Corps	A.F. B 194 } 1st January.
R.A.V.C.	A.F. B 194 } 1st January.
A.E.C.	A.F. B 194 and *A.F. B 194A } Not later than 1st September.
Chaplains	A.F. C 302 } Not later than 1st September.
Staff for R.E. Services	A.F. C 328 } Not later than 1st September.
Q.A.I.M.N.S.	A.F. C 339A. 1st January.
R.A.O.C.	A.F. B 194 } Not later than 1st September.
R.A.P.C.	A.F. B 194 } Not later than 1st September.
Consolidated annual return of S.A.A. on charge of troops and in store	A.F. G 814 } To be compiled for 31st March and despatched so as to reach the War Office from commands at home by 30th April and commands abroad by 31st May.
Consolidated return of small arms held on charge by troops and in store	A.F. G 893 } To be compiled for 31st March and despatched so as to reach the War Office from commands at home by 30th April and commands abroad by 31st May.

* For officers with less than four years' commissioned service only.

APPENDIX XXI

CEREMONY TO BE OBSERVED AT A MILITARY FUNERAL

(*Referred to in paras.* 934-943.)

1. (*a*) A firing party, consisting of 1 serjeant, 1 corporal and 12 privates will attend to fire volleys at the funeral of all officers (under the rank of major-general) and soldiers.

(*b*) A firing party will not attend, as such, on the occasion of the funeral of officers of and above the rank of major-general, its place being taken by a leading detachment from the escort (mentioned in column 4 of the table in para. 936); strength, 1 serjeant, 1 corporal and 12 privates.

2. The bearer party, consisting of an officer, warrant officer or N.C.O. in charge, and 8 bearers, the rank of whom will depend upon the rank or status of the deceased, will see that the flag, head-dress, side-arms and wreaths (if any) are properly arranged on, and tied to, the coffin to prevent them from falling.

3. The firing party or leading detachment will be drawn up two deep, one pace interval between files, facing the building where the body is placed. The corporal will be on that flank of the front rank towards which the procession will move. The serjeant will give all words of command and be posted in rear of the centre. Arms will be at the slope. As soon as the body is brought out of the building by the bearers, the serjeant in charge of the firing party or leading detachment will give the command "Present arms." When the coffin has been placed on the gun carriage or in the hearse and the cortège is ready to move off, he will give the following words of command:—"Reverse arms"—"Right (or Left) turn" (the corporal taking up his place two paces in front and midway between the ranks) —"Slow march."

4. (*a*) The military mourners, band and drummers with drums muffled will have formed up in two ranks facing inwards with two paces interval between men and eight paces distance between ranks, through which the firing party or leading detachment and the remainder of the leading portion of the procession will pass.

(*b*) The procession will then move off in the following order:—

(i) Escort (para. 936) under the orders of the G.O.C., para. 15 below.
(ii) Firing party or leading detachment.
(iii) Band and drummers.
(iv) Body on gun carriage / Pall bearers .. / Bearers .. .. } *See* sub-para. (*d*).
(v) The chief mourners.
(vi) The King's special representative, when His Majesty is represented.
(vii) The Lord Lieutenant (if present) of the county in which the funeral takes place.
(viii) Mourners in uniform.
(ix) Mourners not in uniform.

—"Ranks, right and left turn"—"Slow march"—"Halt"—"Left turn" "Rest on your arms reversed."

(*b*) The leading detachment (if present) will be halted at some convenient pre-arranged position at the graveside.

10. During the service at the graveside (except when the actual burial takes place in a sacred building) the head-dress of those attending in uniform in any capacity will *not* be removed.

11. Prior to the coffin being lowered into the grave, the flag, head-dress, sidearms and wreaths will be removed. At the conclusion of the service, if volleys are to be fired, the serjeant will give the following commands:—"Firing party, present arms"—"Slope arms"—"Volleys" (with blank cartridges), "Load"—"Present"—"Fire"—(Two more volleys will be similarly fired.)—"Unload"—"Order arms"—"Fix bayonets"—"Slope arms"—"Present arms." The band (if present) will play after each volley, the firing party remaining at the "Present," If no volley is fired, the serjeant will give the following commands:—"Detachment, present arms"—"Slope arms"—"Order arms"—"Fix bayonets"—"Slope arms"—"Present arms." The buglers will then sound the "Last Post"—a short interval—then "Reveille." Firing party or detachment will slope arms, the command being given immediately reveille sounding has ceased.

12. The band and drums will be formed up ready for moving off.

13. (*a*) The serjeant in charge of the firing party or leading detachment will now give the commands:—"Form fours"—"Right"—"Quick march" The band and drums will lead, followed by the firing party and military mourners, who will form fours as they march off without word of command.

(*b*) The band will not play, nor the drums beat, until the party is entirely clear of the burial ground.

(*c*) Bayonets will be unfixed at the earliest opportunity after leaving the place of burial.

14. At funerals where troops are detailed to line the route, they will be required to present arms to the funeral cortège first and reverse arms before again resting on their arms reversed. They will normally present arms as the head of the funeral cortège approaches them, and rest on their arms reversed as the firing party approaches.

15. At funerals of senior officers the arrangements will be made under the supervision of the G.O.C. If, after detailing certain parts of the escort to line the route, a large portion is still available, the escort will march by companies, in fours, at the head of the procession, and in front of the band and drums. The disposal of escort on arrival at the cemetery will be under local arrangements.

16. Officers attending funerals as mourners will not draw swords, and with other ranks (except the firing party) will march in order of seniority from front to rear.

17. Officers on duty with troops will draw swords. When such troops present arms, officers will salute with their swords as laid down in the various training manuals.

18. If officers on duty with troops proceed to the graveside for the service, they will return their swords before reaching that place.

Description of Return	No. of Army Form and when to be sent
BY D.D.M.S. OF COMMAND	
Yearly	
Estimate of pay, &c. for medical service	A.F. M 1437. So as to be received by 1st November.
Monthly	
Summary of dental treatment	A.F. I 5034. 7th of month.
Consolidated nominal roll of R.A.M.C. officers, civilian practitioners, &c.	A.F. B 158. 1st of month.
BY O.C. HOSPITAL.	
When necessary.	
Report of admittance to hospital of an officer serving at home (including *British Army of the Rhine*). The report should give the officer's rank and name, unit, date of admission and disability.	Manuscript. To be sent immediately by post to the Under-Secretary of State (A.G.4), The War Office, S.W.1.
BY A.D.O.S.	
Yearly	
Command defence and mobilization scheme—Home	A.F. G 1087–4. 1st April.
Half-yearly	
Return of deficiencies in mobilization equipment	A.F. G 1081. 1st May and 1st November, through G.O.C.-in-C.
BY OFFICER I/C CIVIL EMPLOYMENT REGISTER	
Yearly	
Return of Civil Employment	A.F. B 2096. 5th October, through area commander.
BY COMMANDANT, SCHOOL OF MILITARY ENGINEERING	
Yearly	
Report on instruction in military engineering—all R.E. units	Special form. As early as possible after 1st April.
BY INSPECTOR OF GYMNASIA	
Yearly	
Officers and men under instruction ..	Special form. 1st January.
BY COMMAND PAYMASTER	
Yearly	
Confidential reports, R.A.P.C. and civilian subordinates attached	A.F. C 2105. 1st January.
Quarterly	
Return of men who have left the colours ..	A.F. B 245. 1st January, 1st April, 1st July and 1st October.
BY OFFICER I/C BARRACKS	
Quarterly	
Return of officers authorized to draw lodging, fuel and light, stable and furniture allowance	A.F. O 1852 to command paymaster on 1st day of each quarter.
Monthly	
Return of quarters and lodging, fuel and light and stable allowances—officers	A.F. O 1851 to command paymaster on 26th day of each month.

APPENDIX XXII

(*Referred to in para.* 149.)

QUALIFICATION OF R.E. OFFICERS FOR APPOINTMENT AS C.R.E. IN PEACE*

1. A R.E. officer, in order to be qualified to hold the appointment of C.R.E. in *peace*, will, at any time after the completion of 15 years' service, be tested by a Standing Board in his technical knowledge and experience.

2. This test will be conducted in England (except as provided for in para. 4). Candidates will be given a project in practical constructional engineering, including accessory services† within the scope of the normal technical duties of the Corps.

3. A candidate will be allowed 1 hour to consider the project, during which he may be called upon to prepare a hand sketch if required. He will then appear before the Board in person and either state verbally, or, if he so prefers, hand in a written statement of, his proposals for the design and carrying out of the work. The Board will question the candidate on his proposals and will take into consideration his knowledge of practical engineering methods rather than his knowledge of theory and details.

4. Officers on the Indian Establishment will be permitted to appear before a similar Board in India. The projects for these officers will be set by the local Board in India.

5. (*a*) An officer may apply for exemption from the test by the production of a statement‡ signed by the C.E. under whom he served, showing that he has had practical engineering experience in charge of constructional work. The Standing Board will be the judge as to whether this furnishes sufficient proof of his engineering qualifications. If so, he will be reported as having passed the test.

(*b*) Applications for exemption from officers on the Indian Establishment will be forwarded through the usual channel for the consideration of the Standing Board in England.

6. The aim of this test is to ensure that all R.E. officers, who receive a very good technical training on joining the Army, shall keep up their technical knowledge by practice and study in order that they may all be fit for the technical duties which fall to a C.R.E., which is the normal regimental employment for a lieutenant-colonel, R.E.

7. By allowing exemption from the test to those officers who can produce proof of practical experience in charge of works, it is hoped that officers will of their own initiative seek opportunities for obtaining such practical experience, which is the most valuable form of training.

* Officers who have passed the (*f*) (ii)—Construction Test— examination, which has been abolished, and officers who held the rank of major on 31st December, 1925, will be exempt from passing this test.

† Accessory services mean: approaches, drainage, fences, water supply, electrical and mechanical services.

‡ The statement should be in such a form as to admit of officers keeping an "employment" sheet signed at intervals by C.R.Es. and C.Es. under whom they have served, and giving details of the technical experience and responsibility of the candidate.

(x) Troops lining the route who are detailed to attend (*see* para. 936, column 4) will follow in fours commencing on the inner flank, the men reversing arms in succession as they break into slow time.

(xi) Rear detachment.

(xii) Motor cars or other vehicles accompanying the procession.

(*c*) All ranks on the active list, and officers not on the active list who are in possession of uniform, will wear uniform when taking part in the procession on occasions when military honours are accorded at the funeral of an officer or soldier.

(*d*) Bearers will march on either side of and next to the gun carriage, except when pall bearers are present. In the latter event pall bearers will march immediately on either side of the gun carriage, and the bearers on the outer flanks at two paces interval.

5. (*a*) The band or drums will begin to play the "Dead March" when about 300 yards from the mortuary, and continue for such a distance as the officer in charge may have ordered before marching off. The firing party or leading detachment will receive the command "Quick march" (the remainder conforming) when the band or drums cease playing.

(*b*) When at a convenient distance from the cemetery, and at the instance of the officer in charge, the serjeant in charge of the firing party or leading detachment will give the command "Slow march," and the band or drums will recommence playing.

6. When marching in slow time arms will be carried at the reverse, in quick time at the trail, as detailed in the various training manuals. During the march, arms may be changed, but the party will not march at ease.

7. When the head of the procession arrives near the ground where it is to meet the officiating minister, and before the serjeant in charge of the firing party or leading detachment gives the command "Halt," the ranks of the firing party or detachment at the head of the procession, and the band and drums, will open out to six paces distance, and will halt at the command of the serjeant in charge of the firing party or leading detachment. The order will then be given—"Inwards turn"—"Rest on your arms reversed."

8. (*a*) The coffin will then be moved by the bearers and carried feet-end foremost to the place of interment (or first to the chapel, if desired) It will be placed in position on wooden bearers immediately over the grave.

(*b*) The order of the procession will now be: officiating minister, body with pall-bearers and bearers (the former walking behind the body should the path be too narrow to admit of their remaining in their correct positions), mourners, band and drums, firing party. Should the band be required to take part in the service, they and the drums may precede the body to the grave in quick time. In that case they will not open out and halt as detailed in para. 7.

9. (*a*) The mourners will then file around the grave, halt and turn inwards without word of command; the firing party will follow the mourners and will be halted near the grave under the orders of the serjeant in charge, who will give the following commands:—"Attention"—"Reverse arms"

is stated to have been partially or wholly the result of medical disability, the following procedure will be carried out:—

(i) If the medical officer marks the officer concerned as "fit" in the annual confidential report, and if the reporting officer nevertheless reports that the officer is inefficient wholly or partly on account of medical disability, the G.O.C.-in-C. of the command will cause the officer to be examined by a medical board in order to obtain an expert opinion on the medical aspect of the case.

(ii) If the officer on account of medical disability is adversely reported on and is not found fit in his annual confidential report, the G.O.C.-in-C. will cause the officer to be examined by a medical board, and if the board confirms the opinion of the medical officer, the officer concerned will be dealt with according to the provisions of the Pay Warrant.

(iii) If the officer who is adversely reported on for reasons other than those of medical disability claims that, although marked as "fit" his inefficiency was wholly or partly due to medical disability, he may, if he so desires, be brought before a medical board under instructions of the G.O.C.-in-C. of the command, with a view to obtaining an expert opinion as to whether his inefficiency can be considered as due partly or wholly to his alleged medical disability.

7. The subject matter of confidential reports may be submitted in typescript, instead of in manuscript, should reporting officers so desire.

8. No remarks in the annual confidential report should be underlined in ink or coloured pencil.

9. When annual confidential reports are rendered, nominal rolls, correctly compiled with regard to the seniority and category of the officers concerned, should invariably accompany them. If no report is forthcoming upon an officer who is actually on the strength of a unit, an explanation covering its omission will be entered on the nominal roll. No report will be made on an officer by a C.O. who has not seen him during the period in question, even though he is on the strength of the unit.

10. In reporting on a C.O. a general officer will state clearly his opinion as to his fitness for further promotion or employment, and the nature of appointment, if any, for which he appears to be most suited.

11. A lieutenant-colonel or colonel should not be specifically recommended for a T.A. cavalry or infantry brigade unless he is considered fit to command a regular brigade.

12. When a lieutenant-colonel is within two years of the completion of his tenure in either a regimental or staff appointment, his confidential report should contain a definite statement with regard to his suitability, or otherwise, for promotion to the rank of colonel.

13. In the case of majors who have held that rank for over four years reference should invariably be made to their merits and special qualifications for promotion to the rank of lieutenant-colonel.

14. Confidential reports will (except as mentioned below) contain a record of the opinions of the brigade and divisional commanders. Except in the case of an officer on the selected list for the Staff College, when the report upon an officer below the rank of captain is favourable, the brigade

19. During the sounding of the "Last Post," all troops under arms (except the firing party) will stand at attention and officers will salute, but not whilst "Reveille" is being sounded.

20. In the case of the funeral of a mounted officer or soldier, a charger or suitable horse will be led by a soldier immediately behind the gun carriage. The jack boots of the deceased will be placed in the stirrups, but reversed, *i.e.*, left boot in the right stirrup and heels to the front.

21. Standards, guidons or colours in the possession of units forming part of the escort at a military funeral will be carried, and will be saluted by officers (including pall-bearers) and other ranks taking part in the procession as mourners.

Notes

(*a*) The firing party must not be confused with the escort, under para. **936**, and special party under para. **940**.

(*b*) Bearers, *i.e.*, personnel to carry the coffin, must not be confused with pall-bearers, as laid down for officers in para. **938**.

(*c*) In the case of funerals of senior officers, the coffin should be carried by senior warrant officers or N.C.Os.

(*d*) The instructions contained in this Appendix, should be read in conjunction with any local standing orders.

(*d*) In the case of R.E. officers who are necessarily employed in technical appointments or on specialized work, or who have had no chance of serving in a formation where their qualifications as C.R.Es. can be tested, promotion will be considered on the general nature of their reports.

(*e*) The qualifications required for a lieutenant-colonel, R.E., are:—

(i) Character and personality;
(ii) Power of command;
(iii) Administrative ability;
(iv) Engineering efficiency.

In the absence of any of these qualifications a major should not usually be recommended for promotion to lieutenant-colonel.

(*f*) In the case of junior officers under instruction at the School of Military Engineering, the annual report is not required, but at the termination of the course a special report on A. F. B194/1 accompanied by a completion report, and, when necessary, retention certificates, will be rendered on each officer direct to the Under-Secretary of State, The War Office.

(ii) *Royal Corps of Signals.*

Officers reported on (1)	Report written by (2)	Remarks by (3)
C.S.O. Senior signal officer in a command, &c., where there is no C.S.O.	G.O.C.-in-C., or G.O.C. or O.C., command, &c.	
O.C. divisional signals ..	G.O.C. division	C.S.O. of command G.O.C.-in-C.
O.C. corps signals	C.S.O. of command ..	G.O.C.-in-C.
O.C. command or other signal company which does not form part of a larger signal unit (except an anti-aircraft signal company)	C.S.O. of command, &c. ..	Area commander (if any) G.O.C.-in-C.
O.C. signal section (or troop) which does not form part of a divisional signals or of a signal company (except signal observation section)	O.C. formation which the signal unit serves	Area commander (if any) C.S.O. of command G.O.C.-in-C.
O.C. anti-aircraft signal company	O.C. air defence brigade ..	Area commander (if any) C.S.O. of command G.O.C.-in-C.
O.C. signal observation section	C.S.O. of command ..	Area commander (if any) G.O.C.-in-C.
O.C. Depot Battalion Signal Training Centre O.C. Training Battalion Signal Training Centre	Commandant Signal Training Centre	Area commander G.O.C.-in-C.
O.C. School of Signals ..	Commandant Signal Training Centre	Area commander G.O.C.-in-C. D.S.D.
Other officers not referred to above	O.C. signal unit or establishment concerned	Commandant Signal Training Centre in case of officers at Signal Training Centre C.S.O. of command in other cases Area or brigade commander (if any) G.O.C.-in-C.

commander need not add his remarks unless he desires to do so ; it is also optional for the divisional commander to report upon an officer below field rank who has received favourable reports.

15. The reports of all officers will be signed by the divisional commander or officer in a corresponding position.

16. The G.O.C.-in-C. or G.O.C. a command will sign the reports in the following cases, otherwise he is not required to initial or sign any report unless he desires to do so:—

(i) confidential reports of all field officers ;
(ii) report of any officer upon whom an adverse report is rendered;
(iii) report of any officer who requests that his report be laid before the G.O.C.-in-C. or G.O.C. the command, with a view to remedying any sense of grievance he may feel.

17. In the case of adverse reports definite recommendations with regard to the officer should be submitted by all reporting officers, e.g., "I do not consider any further action is necessary," or, "I have called for a special report in . . . months," or, "I recommend that this officer should (or should not) be promoted" or, "I recommend that this officer should (or should not) be called on to resign or retire," &c.

18. When an officer has been adversely reported upon and the Army Council have decided that a further report is to be rendered in a specified time, only for very special reasons should the report be rendered before that date.

PART II. Special Instructions

1. *Educational, Training, Manufacturing, Inspection and Experimental Establishments.*

(*a*) Staff.

(i) Reports on officers on the staff of such establishments will be completed by the respective commandants or other superior officers, who, with the exception stated below, will forward them direct to the director concerned at the War Office, who will pass them to the Military Secretary. The reports on the commandants or other senior officers of the above-mentioned establishments, with the exceptions stated below, will be rendered by the director concerned. The reports for the Royal Military School of Music and on commandants of detention barracks will be forwarded by the G.O.C.-in-C. concerned to the Director of Personal Services.

(ii) In the case of the R. Tank Corps Central Schools, the reports will be rendered through the Commandant, R. Tank Corps Centre, to the Director of Military Training.

(iii) Reports on officers of the undermentioned establishments will be initiated by the respective commandant or other superior officer and forwarded through the usual channels to the G.O.C.-in-C. for submission to the Under-Secretary of State, The War Office. Reports on the commandants, &c., will be initiated by the area commander or officer in an analogous position and submitted by the G.O.C.-in-C. to the Under-Secretary of State, The War Office:—

School of Education.
Army vocational training centres.

(vi) *Royal Army Ordnance Corps.*

Officer reported on (1)	Report written by (2)	Remarks by (3)
A.D.O.S.	Officer i/c administration	G.O.C.-in-C.
D.A.D.O.S. in a command ..	A.D.O.S.	Officer i/c administration
D.A.D.O.S. of a district not included in a command	G.O.C. the district ..	
Officers at central ordnance depots (except inspectors of stores and clothing)	C.O.O. Central Ordnance Depot	D.O.O.
Inspectors of stores & clothing	D.O.O., Woolwich.. ..	D.E.O.S., The War Office
Other officers	D.A.D.O.S.	In a command, the A.D.O.S. The officer i/c administration should say if he concurs. In a district not included in command, the district commander
Officer i/c Records, O.C. Depot, and Commandant, School of Instruction, R.A.O.C.	Area commander	G.O.C.-in-C.

In considering the fitness of the undermentioned officers of the R.A.O.C. for promotion, reporting officers will record their opinion as to the suitability of the officers for the appointments shown:—

(i) Ordnance Officer, 1st Class—D.O.S. of an expeditionary force, and acceptable as such by the reporting officer.

(ii) Ordnance Officer, 2nd Class—

(*a*) D.D.O.S. of an army in an expeditionary force.

(*b*) A.D.O.S. of a 1st class command (or analogous appointment).

(iii) Ordnance Officer, 3rd Class—A.D.O.S. of a corps in an expeditionary force, or of a 2nd class command (or analogous appointment).

(iv) Ordnance Officer, 4th Class—D.A.D.O.S. of a division in an expeditionary force, or of a command, area or district (or analogous appointment).

(v) Ordnance Mechanical Engineer, 1st Class—principal ordnance mechanical engineer of an expeditionary force.

(vi) Ordnance Mechanical Engineer, 2nd Class—ordnance mechanical engineer of a 1st class command or with an army in the field (or analogous appointment).

(vii) Ordnance Mechanical Engineer, 3rd Class—ordnance mechanical engineer of a 2nd class command or with a corps in the field (or analogous appointment).

(viii) Ordnance Mechanical Engineer, 4th Class—ordnance mechanical engineer with a division in the field (or analogous appointment).

(vii) *Royal Army Veterinary Corps.*

The report on an officer of the R.A.V.C. will be written by the A.V.O., and opinions will be given, as far as necessary, by (*a*) the divisional or area commander (without reference to the officer's professional qualifications), and (*b*) the G.O.C.-in-C.

(viii) *Royal Army Chaplains' Department.*

(*a*) Reports will be rendered on A.F. C302/I or A.F. C302/II.

(*b*) A.F. C302/I will be rendered in the case of chaplains below the substantive rank of chaplain to the forces, 2nd class, by the senior chaplain of the denomination at the station, the G.O.C. or O.C. of the station, the

2. *Technical, departmental, &c., corps.*

Reports on officers of the various corps will be rendered as follows:—

(i) *Royal Engineers.*

Officer reported on (1)	Report written by (2)	Remarks by (3)
C.R.E. of a division	Divisional commander ..	G.O.C.-in-C.
C.R.E. of an area	Area commander	G.O.C.-in-C.
Os.C. training and depot battalions	G.O.C. R.E. Depot and area	G.O.C.-in-C.
O.C. mounted depot officers, Regimental H.Q., Aldershot	Senior C.R.E. Aldershot Command	G.O.C.-in-C.
O.C. A.A. battalion	Air defence brigade commander	G.O.C.-in-C.
O.C. Railway Training Centre	O.C. troops, Bordon and Longmoor	Divisional commander G.O.C.-in-C.
O.C. field squadron	Cavalry brigade commander	G.O.C.-in-C.
O.C. company divisional R.E. and adjutant divisional R.E.	C.R.E. of division	Divisional commander G.O.C.-in-C.
Os.C. other companies ..	C.R.E. or O.C.R.E. of area or station	Area or station commander G.O.C.-in-C.
Officers, training and depot battalions	Os.C. battalions	G.O.C. R.E. depot and area G.O.C.-in-C.
Officers, R.E. Mounted Depot	O.C. depot	Senior C.R.E. at Aldershot G.O.C.-in-C.
Officers, Railway Training Centre	Commandant Railway Training Centre	Divisional commander G.O.C.-in-C.
Officers, field squadron ..	O.C. field squadron ..	Cavalry brigade commander G.O.C.-in-C.
Officers of company divisional R.E.	O.C. company	C.R.E. of division Divisional commander G.O.C.-in-C.
Officers of companies not forming part of divisional R.E.	O.C. company	C.R.E. or O.C.R.E. of area or station Area or station commander G.O.C.-in-C.
Officers employed on works services	C.R.E. of district or area, or O.C.R.E. of station	Area or station commander G.O.C.-in-C.

(*a*) The opinion of the C.E. on all officers will be obtained by the G.O.C.-in-C.

(*b*) In all cases, therefore, where it is possible to do so, reporting officers should state for the information of the selection board whether a major is, or is not, considered fit to be the C.R.E. of a division in war. To permit this being done, it is desirable that reporting officers should, when possible, arrange for opportunities of judging the capacity of these officers in this respect by observation of their work at manœuvres, and tactical exercises both with and without troops.

(*c*) It is not, however, intended that an officer should be reported as unfit to be the C.R.E. of a division in war merely on the grounds that he would not be recommended for the appointment of C.R.E. in peace of one of the divisions of the "Expeditionary Force," which requires experience in training troops and for which, owing to the small number of such appointments, a high degree of selection is possible.

APPENDIX XXIV

Distribution of Books of Regulations, &c. (*see* para. 1597).

Possession of books marked * by officers, warrant officers, serjeants, &c., is optional. They will be supplied on requisition, as required, at the public expense.

Book	Cavalry						R.A.					R.E.				R. Signals				Infantry					
	Brigade H.Q.	Regimental H.Q.	Squadron H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Brigade H.Q. (ss). Survey Coy. or H.Q. & D.E.	Battery H.Q. or D.E.	Officers.	W.Os. and serjeants.	Bombardiers.	Company H.Q. (rr) (ss).	Officers.	W.Os. and serjeants.	Corporals.	Unit and Company Headquarters and independent sections (ss).	Officers.	W.Os. and serjeants.	Corporals.	Brigade H.Q.	Battalion H.Q. (ss).	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
Allowance Regulations	1	2	1	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	(uu) 2	1	..	..	..
Animal Management	1	1	1	1	(b)1	..	1	1	1	(b)1	..	(h)1	(h)1	..	..	1	(n)1	(n)1	..	1	3	1	..	..	..
Anti-Aircraft Defence, Manual of, Part I ..	..	..	..	..	..	..	(f)1	(f)1	(f)1	(f)1	..	(f)1	(f)1	(f)1	(f)1	..	..	..	..	..	..	..	..	..	..
Anti-Aircraft Gunnery, Textbook of, Volumes I & II	..	..	..	..	..	..	(f)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Anti-Aircraft Sound Location, Theory and Use of	..	..	..	..	..	..	..	..	..	..	..	(f)1	(f)1	(f)1	(f)1	..	..	..	..	..	..	..	..	..	..
Armourers, Instructions for	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Army Fire Services, Regulations for ..	1	1	1	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	(uu)1	1	..	..	..
Army Ordnance Services, Regulations for, Parts I & II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Army Veterinary Services, Regulations for	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Artificers, Military, Handbook for	..	..	..	..	..	..	1	1	..	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Artillery Equipment, Regulations for preservation of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Artillery Instruments, Handbook of ..	..	..	..	..	..	..	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, Survey, Manual of, Part I ..	..	..	..	..	..	..	vx1	bbb8	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, Part II ..	..	..	..	..	..	..	xx1	bbb3	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, Training, Volume I	1	1	..	..	..	..	1	1	1	1	1	1	(h)1	(h)1	..	(h)1	..	..	..	1	1	..	..	..	..
,, ,, ,, II	1	1	..	..	..	..	1	1	1	1	1	1	..	..	..	..	..	..	..	1	1	..	..	..	..
,, ,, ,, III	1	1	1	1*	..	..	1	1	1	1	..	1	1*	..	..	1	1*	..	..	1	1	1	1*	..	..

When a report is furnished on an officer of the rank of captain, or below, doing corps duty, A.F.B194B will be rendered in addition to A.F.B194/1. In cases where the senior R. Signals Officer in a command is a captain, a report on A.F.B.194B will be submitted only for those officers junior to him. In the case of junior officers under instruction at the Signal Training Centre, the annual report is not required, but, at the termination of the course, a special report on A.F. B194/1, accompanied by a completion report, and, when necessary, retention certificates will be rendered by the commandant on each officer direct to the Under-Secretary of State, The War Office.

(iii) *Royal Army Service Corps.*

Officers reported on (1)	Report written by (2)	Remarks by (3)
A.D.S. & T.	Officer i/c administration	G.O.C.-in-C.
D.A.D.S. & T.	A.D.S. & T.	Officer i/c administration and G.O.C.-in-C.
Commandant, R.A.S.C. Training College	A.D.S. & T.	G.O.C.-in-C.
Other officers on strength of training college, including officers undergoing courses and officers with depot companies at Aldershot	Commandant, R. A. S. C. Training College	A.D.S. & T. and G.O.C.-in-C.
O.C., R.A.S.C. of a district or sub-district	Divisional or area commander	A.D.S. & T. and G.O.C.-in-C.
Other officers (not referred to above)	O.C., R.A.S.C.	Divisional or area commander, A.D.S. & T. and G.O.C.-in-C.
C.I.M.T.	D.S.T., The War Office	
C.I.S.T.	D.S.T., The War Office	
Inspectors, M.T. (Headquarters Inspectorate, London)	C.I.M.T.	D.S.T., The War Office
Os.C. War Office controlled establishments, viz., Supply Reserve Depot, Deptford, and R.A.S.C., Feltham	D.S.T., The War Office	

In the annual confidential report upon majors with four or more years' service in that rank, reporting officers will state whether in their opinion the officer, in peace time, is fit to command the R.A.S.C. of a first class station, and, in war, is in every way fit for the appointment of A.D.S. & T. of a corps.

(iv) *Royal Army Medical Corps.*

The report on an officer of the R.A.M.C. will be written by the R.A.M.C. officer under whom he is directly serving, and opinions will be given, as far as necessary, by (*a*) the A.D.M.S. of the administrative area; (*b*) the divisional or area commander; (*c*) the D.D.M.S. of the command; and (*d*) the G.O.C.-in-C.

(v) *The Army Dental Corps.*

The report on an officer of the A.D. Corps will be written by the A.D. Corps officer under whom he is directly serving, and opinions will be given, as far as necessary, by (*a*) the O.C. A.D. Corps of the administrative area; (*b*) the divisional or area commander; (*c*) the O.C. A.D. Corps of the command; and (*d*) the G.O.C.-in-C.

Book	Cavalry						R.A.					R.E.				R. Signals				Infantry					
	Brigade H.Q.	Regimental H.Q.	Squadron H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Brigade H.Q. (ss), Survey Coy. or H.Q. & D.E.	Battery H.Q. or D.E.	Officers.	W.Os. and serjeants.	Bombardiers.	Company H.Q. (rr) (ss).	Officers.	W.Os. and serjeants.	Corporals.	Unit and Company Headquarters and independent sections (ss).	Officers.	W.Os. and serjeants.	Corporals.	Brigade H.Q.	Battalion H.Q. (ss)	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
Magazine Regulations	..	..	..	..	..	..	1	1	..	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Map Reading and Field Sketching, Manual of	1	1	1	1	1*	..	1	1	1	1*	..	1	1	1*	..	1	1	1*	..	1	(ttt) 1	1	1	1*	..
Maps, Regulations for the issue of	1	1	..	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	1	1	..	..	..	..
Mechanical Transport Maintenance, Handbook of	10	..	..	..	..	..	(ii) 1	(ii) 1	..	..	..	(ii) 1	..	..	..	(ii) 1	..	..	..	10 (www)	..	..	..	..	..
Medical Aspects of Chemical Warfare, Manual of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Medical Diseases in Tropical and Sub-tropical Areas, Memoranda on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Medical Services of the Army, Regulations for	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Medical Stores, Priced List of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Military Cooking and Dietary, Manual of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Mobilization, Regulations for	1	2	1	..	..	..	1	1	..	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Movement (War) Manual of	1	1	..	1*	..	..	1	..	1*	..	..	1	1*	..	..	1	..	..	..	1	(uu) 2	1	..	..	..
Nomenclature of Diseases	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	1*	..	..	1	1	1	1*	..	..
Officers Training Corps, Regulations for the	1	1	..	.	..	..	1	..	..	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Optics, Notes on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	..	..	..	1	1	..	..	..	..
Ordnance, Manual (War)	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Pay Warrant	1	2	1	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	..	..	..	..	..	..
,, Duties Manual	..	..	1	..	..	..	..	1	..	..	..	1	..	..	..	1	..	..	..	1	(uu) 2	1	..	..	..
Peace Establishments, Part I	1	5	..	..	..	..	1	1	..	..	..	1	..	..	..	1	..	..	..	..	1	1	..	..	..
Range-finder, Infantry, No. 2, Handbook of	..	(ee) 9	..	..	..	..	..	..	..	..	..	..	..	..	..	1	..	..	..	1	6	..	..	..	..
,, ,, The Modern	..	..	.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(ee) 9	..	..	..	..
Range table for equipment with which unit is armed	..	..	..	..	..	..	1	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

assistant chaplain-general of the command (except in the case of R.C. chaplains); and the G.O.C.-in-C.

(*c*) A.F. C302/II will be rendered in the case of chaplains of, and above, the substantive rank of chaplain to the forces, 2nd Class, by the assistant chaplain-general of the command, or, in the case of R.C. Chaplains, by the senior R.C. chaplain of the command, the G.O.C. or O.C. of the station and the G.O.C.-in-C.

(ix) *Royal Army Pay Corps.*

Officer reported on (1)	Report written by (2)	Remarks by (3)
Command paymaster ..	Officer i/c Administration	G.O.C.-in-C.
Other officers in a command (except those in a regimental pay office)	Command paymaster ..	Officer i/c administration
Regimental paymaster ..	Officer i/c record and pay office	Command paymaster. The officer i/c administration should say if he concurs
Other officers in a regimental pay office	Regimental paymaster ..	Officer i/c record and pay office and command paymaster

(x) *Army Educational Corps.*

Officer reported on (1)	Report written by (2)	Remarks by (3)
Inspectors of educational training	D.M.T.	
Officers at command headquarters	Senior G.S.O.	G.O.C.-in-C. (G.O.C. in London District)
Duke of York's Royal Military School	Commandant of School	D.M.T.
Queen Victoria School	Commandant of School	D.M.T.
Other officers	The G.O.C. or O.C. under whom the officer is serving	

When a report is furnished on an officer of the A.E.C. with less than four years' commissioned service, A.F. B194A will be rendered in addition to A.F. B194/I.

3. *Regular or retired officers employed with the T.A., and T.A. officers.*

(*a*) Commanders of cavalry, infantry or air defence brigades or divisional artillery, or officers holding staff appointments will be reported on annually on the appropriate A.F. B194.

(*b*) Commanders of T.A. artillery brigades when on the active list will be similarly reported on.

4. Adjutants of the Officers Training Corps will be reported on by the D.S.D.

5. The annual report on a member of the Q.A.I.M.N.S. will be submitted through the G.O.C.-in-C.

6. A staff or seconded officer should be reported on only by his staff superiors, and the appointment held will be shown in red ink on the report. On the return of a staff or a seconded officer to his unit, the Army Council will inform the regimental commander of any circumstances which have occurred during the period of staff or seconded service which they consider he should know.

7. *Miscellaneous.*

Officers i/c records, except the Officer i/c R.A.O.C. Records, will be reported on by the director concerned at the War Office only in the case of those who are still serving.

Directors of music will be reported on on A.F. B194/I.

Book	R. Tank Corps.					R.A.S.C.			R.A.M.C. and A.D. Corps.				R.A.V.C.			R.A.O.C.			R.A.P.C.		A.E.C.	
	Battalion H.Q. (ss).	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Company H.Q.	Officers.	W.Os. and serjeants.	Company detachments and hospitals.	Officers.	W.Os. and serjeants.	Other ranks.	Sections.	Officers.	W.Os. and serjeants.	Sections.	Officers (tt).	W.Os. and serjeants.	Officers.	W.Os. and serjeants.	Officers.	W.Os. and serjeants.
(1)	(2)	(3)	(5)	(4)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
Allowance Regulations	2	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	1	1	..	..
Animal Management	..	..	..	..	..	1	1	(p)1	..	..	..	..	1	1	1	..	..	..	..	..	..	..
Anti-Aircraft Defence, Manual of, Part I	..	..	..		..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Anti-Aircraft Gunnery, Text book of, Vols. I & II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Anti-Aircraft Sound Location, Theory and Use of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Armourers, Instructions for ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(u)1	..	..	..	..
Army Fire Services, Regulations for	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Army Ordnance Services, Regulations for, Part I	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)1	..	1	..	..	..	..
Army Ordnance Services, Regulations for, Part II..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	(w)(x)	..	..	..	..
Army Veterinary Services, Regulations for	..	..	..	..	..	..	..	..	..	..	..	..	1	1	..	..	..	..	..	..	..	..
Artificers, Military, Handbook for	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
Artillery Equipment, Regulations for preservation of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
Artillery Instruments, Handbook of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
" Survey, Manual of, Part I	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" " " " II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" Training, Volumes I & II	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" " " III ..	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Bicycles, Handbook on Military ..	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	(y)1	..	..	..	..
Carriages, Gun, and Gun Mountings, Textbook of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Cavalry Training, Volume I ..	1	..	..	..	..	..	..	..	..	..	..	..	1	1	..	..	..	..	..	..	..	..

Book	R. Tank Corps.					R.A.S.C.			R.A.M.C. and A.D. Corps.				R.A.V.C.			R.A.O.C.			R.A.P.C.		A.E.C.	
	Battalion H.Q. (ss).	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Company H.Q.	Officers.	W.Os and serjeants.	Company detachments and hospitals.	Officers.	W.Os. and serjeants.	Other ranks.	Sections.	Officers.	W.Os. and serjeants.	Sections.	Officers (tt).	W.Os. ane serjeants.	Officers.	W.Os. and serjeants.	Officers.	W.Os. and serjeants.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
Infantry Training, Volume I ..	1	1	1	1	..	1	1	1	1	1	1	..	..	..	..	1	..	1	..	..	..	..
,, ,, II ..	1	1	1	..	..	1	*1	..	1	..	..	..	..	..	..	(cc)1	..	..	..	..	1	..
King's Regulations	2	1	1	..	..	1	1	..	1	1	..	..	1	1	..	(cc)1	..	..	1	1	1	..
Law, Manual of Military	1	1	1	..	..	1	1	..	1	1	..	..	1	1	..	1	..	..	1	..	1	..
Machine Gun Training	1	1	1	1	1	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Magazine Regulations	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	(w)	..	..	..	..
Map Reading and Field Sketching, Manual of	1	1	1	*1	..	1	1	*1	1	*1	..	..	1	*1	..	..	..	..	..	..	1	1
Maps, Regulations for the issue of ..	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	1	..	1	..
Mechanical Transport Maintenance, Handbook of	1	1	..	..	..	(r)1	(r)1	(ll)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Medical Aspects of Chemical Warfare, Manual of	..	..	..	..	..	..	..	..	(s)1	(s)1	..	..	..	..	..	..	..	..	..	..	..	..
Medical Diseases in Tropical and Sub-Tropical Areas, Memoranda on	..	..	..	..	..	..	..	..	(s)1	(s)1	..	..	..	..	..	..	..	..	..	..	..	..
Medical Services of the Army, Regulations for	..	..	..	..	..	..	..	..	1	(qq)1	1	..	..	..	..	..	..	..	..	(mm) 1	..	..
Medical Stores, Priced list of ..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Military Cooking and Dietary, Manual of	..	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Mobilization, Regulations for ..	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	..	..	..	..	..
Movement (War), Manual of ..	1	1	*1	..	..	1	1	..	1	1	..	..	1	..	..	(cc)1	..	..	..	..	..	..
Nomenclature of Diseases	..	..	..	..	..	..	..	..	1	(t)1	..	..	..	..	..	..	..	..	..	..	..	..
Officers Training Corps, Regulations for the	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	1	1	..	..

Appendix XXIV.

Book	R. Tank Corps.					R.A.S.C.			R.A.M.C. and A.D. Corps.				R.A.V.C.			R.A.O.C.			R.A.P.C		A.E.C.	
	Battalion H.Q. (ss).	Company H.Q.	Officers.	W.Os. and serjeants.	Corporals.	Company H.Q.	Officers.	W.Os and serjeants.	Company detachments and hospitals.	Officers.	W.Os. and serjeants.	Other ranks.	Sections.	Officers.	W.Os. and serjeants.	Sections.	Officers (tt).	W.Os. and serjeants.	Officers.	W.Os. and serjeants.	Officers.	W.Os. and serjeants.
(1)	(2)	3	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
Supply Transport and Barrack Services, Regulations for ..	1	1	..	..	..	1	1	..	1	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Tank and Armoured Car Training, Vol. I (d)	1	1	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Tank and Armoured Car Training Vol. II	1	1	1	1	1	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Territorial Army, Regulations for the	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	1	1	..	..
Tradesmen's Rates of Pay, Regulations governing the issue of ..	1	1	..	..	..	1	..	..	(aaa 2)	..	..	..	1	..	..	1	..	..	1	1	..	..
Training and Manœuvre Regulations	1	1	1	*1	..	1	1	..	1	(s)1	..	..	1	1	..	(cc)1	..	..	1	..	1	..
Veterinary Manual (War)	..	..	..	..	..	..	..	..	..	..	..	..	1	1	1	..	..	..	..	..	..	..
Vickers Machine Gun, Handbook for	..	(ff)20	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(y)1	..	..	..	..
War Establishments	1	1	1	..	..	1	1	..	1	1	..	..	1	1	..	(cc)1	..	..	1	..	1	..
Weapon Training, Handbook of ..	1	1	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

,, ,, ,, II ..	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Classified List of Army Forms and Books	3	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Clothing Regulations	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	(v)1	1	1	..	..
Clothing and Necessaries, Priced Vocabulary of	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Coast Artillery Training, Vols. I & II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, Defence Range Finding, Manual of, Part I	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(aa)1	..	..	..	..
Defence Against Gas	1	1	1	1	1	1	1	1	1	1	1	(jj)1	1	1	(nn) 1	1	1	(nn)1	1	(nn) 1	1	1
Dial Sight, No. 7, Handbook on Repairs to..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
Dress Regulations	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Educational Training	1	1	1	..	..	1	1	..	1	1	..	..	1	1	..	(cc)1	..	..	1	..	1	1
Electricity, Notes on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(x)1	..	..	..	..
Elementary Tactical Training, Notes on	1	1	1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Engineer Services (Peace) Regulations for	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	..	1	..	..	..	..	..
Engineer Services (War), Manual of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, Training, Vol. I (d) ..	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, Vol II	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Engineering, Military	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Equipment Regulations, Part I ..	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	(v)1	..	..	..	..
,, ,, ,, II, Section for which unit is armed	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	..	..	..	..	..
Field Service Manual of Unit ..	3	3	1	..	..	3	(kk)1	..	3	1	1	..	3	1	..	..	..	..	..	..	..	..
,, ,, Pocket Book ..	1	1	1	1	..	1	1	1	1	1	1	..	1	1	1	1	..	1	1	1	1	1
,, ,, Regulations, Volume I	1	1	1	..	..	1	1	1	1	1	1	..	1	1	..	1	..	1	1	1	1	1
,, ,, ,, II	1	1	1	*1	..	1	1	*1	1	1	..	..	1	1	..	(cc)1	..	..	1	..	1	1
Field Works (All Arms) Manual of	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Financial Instructions in relation to Army Accounts	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	(cc)1	..	..	1	(nn)1	..	..
Games and Sports in the Army ..	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Gun drill for equipment with which unit is armed	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Gunnery, Text-book of, Parts I & II	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Handbook for equipment with which unit is armed	1	1	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Handbook of each nature of Artillery equipment and instrument in use in the command	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Hygiene, Manual of Military ..	..	..	..	..	..	..	..	..	1	(s)1	..	..	..	..	..	..	..	..	..	..	..	..

For notes *see* page 553.

APPENDIX XXV

Army Books, &c., to be kept by Record Offices and Units (*see* para. 1598)

NOTE.—This Table is not intended to show the number of copies of each book to be kept by record offices and units, which will depend upon the circumstances of the case.

Books	Army Book, &c.	Record offices, all arms	Regiments of cavalry, battalions of infantry, and their depots, and R. Tank Corps units.	R.A.		R.E. and R. Signals		R.A.S.C.		R.A.M.C. and A.D. Corps		R.A.V.C.		Other Corps
				Lieutenant-colonel's command, R.A.	Batteries, and Survey Company, R.A.	O.C., R.E.	Units	Headquarters stations	Companies	O.C. depot or O.C. R.A.M.C. in a district or command	Headquarters companies and detachments abroad	A.V.O.	Sections	Units, and formations functioning as units
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
REGIMENTAL BOOKS														
i. Army Orders	..	1	1	1	1	1	1	1	1	1	1	1	1	1
ii. Regimental order book	S.O. Bk. 127	..	1	1	..	1	..	1	1	1	1	1	1	1
iii. Regimental order book, box file	S.O. Bk. 189	1	1	1	..	1	1	1	1	1	1	1	1	1
iv. Record of services and ages (men)	56 or 56B	1 (*d*)	..	..	..	..	..	..	..	..	..	..	..	..
v. Historical records of regiment	S.O. Bk. 127 (*b*)	1 (*c*)	1 (*e*)	..	1 (*e*)	..	1 (*e*)	..	..	..	..	..	..	..
	22	1	..	..	..	..	..	..	..	..	..	..	..	..
vi. Regimental register of soldiers' services, and register of marriages	358	1	..	..	..	..	..	..	..	..	..	..	..	..
vii. Attestations (portfolio)	234	1	1	..	1	..	1	..	1	..	1	..	1	..
viii. Regimental conduct sheets (officers) (*g*)	A.F. B 120	..	1	(*f*)	(*f*)	(*f*)	..	(*f*)	..	(*f*)	(*f*)	(*f*)	..	(*f*)
ix. Regimental conduct sheets (men)	A.F. B 120	..	Kept with duplicate attestations.											
x. Postage book	97	1	1	1	1	1	1	1	1	1	1	1	1	1
xi. Copies of returns ..	22 or 23	1	1	1	1	1	1	1	1	1	1	1	1	1
xii. Guard reports (*a*) ..	22	..	1	1	1 (*h*)	1	1 (*h*)	1	1	1 (*j*)	..	1	1	1

Optics, Notes on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(aa)1	..	..	..	..
Ordnance Manual (War)	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	..	1	..	..	..	..
Pay Warrant	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	1	1	..	..
,, Duties Manual..	1	1	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	1	1	..	..
Peace Establishments, Part I ..	4	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	..	..	..	..
Range-finder, Infantry, No. 2, handbook of	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(u)1	..	..	..	..
Range-finder, The Modern ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Range table for equipment with which unit is armed	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Recruiting Regulations	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Remount Regulations	..	..	..	..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..	..	..	..
,, Manual	..	..	..	..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..	..	..	..
R.A.M.C. Training	..	..	..	..	..	..	..	..	1	(qq)1	1	1	..	..	..	..	..	..	..	..	..	..
R.A.O.C., Duties and Procedure, Notes on	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	..	(pp)1	..	..	..	..
R.A.S.C. Training, Part I	..	..	..	..	..	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, II ..	..	..	..	..	..	1	1	(q)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, III ..	..	..	..	..	..	1	1	(r)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, IV A, B, C, D ..	..	..	..	..	..	2	1	(r)1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Sanitation, Army Manual of ..	1	1	1	1	..	1	1	1	1	1	1	1	1	1	1	1	..	1	1	1	1	1
Section Leading	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Service Ordnance, Textbook of ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)	..	..	..	..	..	..
Small Arms Training, Volumes I & II	1	1	1	1	..	1	1	1	..	..	..	..	..	..	..	1	..	(cc)1	..	..	..	..
,, ,, ,, ,, III	2	..	..	..	..	1	..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..
Smoke, Manual on the use of ..	1	1	*1	..	..	1	*1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Signal Training, Volume I.. ..	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, II, Parts I, II & III	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, III ..	..	(a)	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, IV ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, ,, V Parts I & II	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, All Arms ..	2	2	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Standing Orders, Q.A.I.M.N.S. ..	..	..	..	..	..	..	..	..	..	(qq)1	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, R.A.M.C. ..	..	..	..	..	..	..	..	..	1	(qq)1	1	1	..	..	..	..	..	..	..	..	..	1
,, ,, R.A.O.C. ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	(cc)1	..	1	..	..	..	..
,, ,, R.A.S.C. ..	..	..	..	..	..	1	1	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..
,, ,, R.A.V.C. ..	..	..	..	..	..	..	..	..	..	..	..	..	1	1	1	..	..	..	..	..	..	..
Stores, Vocabulary of Ordnance ..	1	..	..	..	..	1	..	..	1	..	..	..	1	..	..	1	..	..	..	..	..	..
Supplementary Reserve Regulations	1	..	..	..	..	1	..	..	1	..	..	..	..	..	..	..	..	..	1	1	..	..

For notes see page 553

Books	Army Book, &c.	Record offices, all arms	Regiments of cavalry, battalions of infantry, and their depots, and R. Tank Corps units.	R.A.		R.E. and R. Signals		R.A.S.C.		R.A.M.C. and A.D. Corps		R.A.V.C.		Other Corps
				Lieutenant-colonel's command, R.A.	Batteries, and Survey Company, R.A.	O.C., R.E.	Units	Headquarters stations	Companies	O.C. depot or O.C. R.A.M.C. in a district or command	Headquarters companies and detachments abroad	A.V.O.	Sections	Units, and formations functioning as units
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
QUARTERMASTERS' BOOKS-*contd.*														
ii. Ledger for public clothing in possession of companies	340	..	1	..	..	..	..	..	..	..	..	..	..	..
iii. Bedding book	..	..	1	..	1	..	1	1	1	..	1	..	1	1 (*u*)
iv. Equipment ledger	..	..	1	..	1	..	1	..	1	..	1	..	1	1
v. Account of rations.. ..	109	..	1	..	1	..	1	..	1	..	1	..	1	1 (*u*)
vi. Account of forage	98	..	1	..	1	..	1	..	1	..	..	..	1	..

(*a*) Applicable also to detachments and to establishments at which are serving private soldiers whose offences are disposed of by commandants, &c., as "Commanding Officer", but not applicable to garrison and similar guards where private soldiers, placed in custody in respect of offences, are sent to their own units for disposal.
(*b*) Or other suitable book.
(*c*) For corps referred to in para. **1640** (*a*) (vii).
(*d*) In the Hong Kong-Singapore Brigade, R.A., Indian A.F. 250 is used.
(*e*) See paras. **1640** to **1644**.
(*f*) Kept at the War Office.
(*g*) Only for officers convicted by court-martial.
(*h*) When at separate stations.
(*j*) When applicable.
(*k*) A register will also be kept by the G.O.C. at headquarters of commands.
(*l*) A.B. 121.
(*m*) Also in battalions having transport animals.
(*n*) In the case of the R. Tank Corps, the box will be kept by the Colonel Commandant, R. Tank Corps Centre.
(*o*) Kept by Commandant, School of Military Engineering.
(*p*) Also in ammunition columns, R.A.
(*q*) To be kept by Commandant, R.A. Depot.
(*r*) Maintained by Secretary and local agents of the National Association for Employment of Regular Sailors, Soldiers and Airmen from information supplied by O.C. units and officers i/c records.
(*s*) By officers i/c recruiting zones. Not at depots.
(*t*) The maintenance of A.Bs. 373, 374 and 375 is optional. A.B. 13 will not be kept in record offices where A.Bs. 373 and 374 are maintained or the information is contained in A.Bs. 56 or 56B.
(*u*) Where applicable.
(*v*) Kept by officers i/c records in case of R.A.O.C.
(*w*) To be kept locked up by the C.O. or officer deputed by him.

(a) The pamphlets of each instrument issued to unit commanders on a scale of 1 for each instrument on unit charge in peace.
(b) Warrant officers only.
(c) Machine gun squadrons only.
(d) When issued.
(e) Also lance serjeants.
(f) Anti-aircraft troops only.
(g) Brigades and batteries with fixed armament only; A.A. brigade H.Q. and A.A. batteries, 1 copy each. No individual issue to officers and O.Rs. of A.A. units.
(h) Mounted units only, until Engineer Training, Vol. I, is issued.
(i) Dismounted units only, until Engineer Training, Vol. I, is issued.
(j) To units on a scale of 20 per cent. of peace establishment of—
Electrician (fitters).
Linemen.
Operators.
(k) To units on a scale of 20 per cent. of peace establishment of—
Electrician (fitters).
Operators.
(l) [illegible] a scale of 20 per cent. of peace establishment of linemen.
(m) [illegible] a scale of 20 per cent. of peace establishment of operators.
[illegible] mounted duties and warrant officers and serjeants
[illegible] only.
[illegible] machine gun platoon (down to and including
[illegible] only.
[illegible] only.
[illegible] the rank of serjeant.
[illegible] (all ranks).
[illegible] of serjeant and armament

(z) In the store section 1 each all ranks.
(aa) Armament artificers (R.F.) only.
(bb) R.A.O.C. officers will have access to the sets of books maintained at the ordnance depot, &c., to which they are allotted for corps duty.
(cc) Units will also maintain copies as necessary to enable soldiers to prepare themselves for their professional examinations.
(dd) 9 only in the case of infantry depots for issue to corporals.
(ee) For the machine-gun squadron or platoon.
(ff) Tank and armoured car companies.
(gg) Including armourers below the rank of serjeant.
(hh) For coast defence signal units.
(ii) For mechanically drawn units.
(jj) Corporals only.
(kk) One copy of the Field Service Manual of each arm is issued to R.A.S.C. (H.T. and M.T.) companies in addition.
(ll) Down to and including corporals of M.T. companies.
(mm) For each unit accountant employed on R.A.M.C. accounts.
(nn) Also corporals.
(oo) To units on a scale of 20 per cent. of peace establishment of electrician-fitters and despatch riders.
(pp) In the store section, 1 each for all ranks except artisans.
(qq) One to each matron, sister and staff nurse, Q.A.I.M.N.S.
(rr) Similar issue to H.Q.,A.A. Searchlight Battalion.
(ss) Issues will be made to depots on this scale, except in the case of Peace Establishments.
(tt) In addition, one copy to H.Q. Training Company, Infantry Depot.
(uu) In addition, one copy to H.Q. Administrative Company, Infantry Depot.
(vv) In addition, two copies, one for H.Q. Training Company, and one for H.Q. Adminstrative Company, Infantry Depot.
(ww) For battalion H.Q. of infantry battalions with mechanized transport.
(xx) Except for survey company R.A., which has a special distribution.
(yy) Except H.Q. and D.E.
(zz) Optional except for R.H.A.
(aaa) For each company only; 1 for a detachment.
(bbb) Anti-aircraft batteries 1 copy only.

Administration— Para.
duties connected with, at the War Office ... ... App. III
orders relating to, preparation and signing of... 113
regimental or corps, powers of officers i/c records 63
Administration, Officer i/c. [See Officer i/c Administration.]
Administrative services—
channel of communication to Army Council... ... App. II
command and training 22
G.O.C. London District, position of 46
included in Army 1
inspectors of 16–18
Admirals, artillery salutes to 920
Admiralty, salutes to the Lords Commissioners of the 920
Admonition—
awarded to N.C.Os. and men 558, 560
entry in conduct sheet 1634
for first offences 504
power of C.O. to award 560
Africa, South—
musketry, qualifying for, in 154
Africa, West Coast. [See West Coast.]
Agents, Army—
banking business of 141
Agents and Consuls-General—
corresponding rank with officers of army 879
salutes at funeral of 921
Aide-de-Camp—
appointment 160
to rejoin regiment on completion of employment 161
Air, travelling by 1075
Air Council, artillery salutes to 920
Air Defence Brigades—
inspection of 89
Territorial Army (q.v.)
visits of Chief Instructor, A.A. Artillery 93
Air Force, Royal—
co-operation with 90
improper enlistment from 598, 599
officers in India on selected list for Staff College 803
relative ranks of army and navy 877–879
salutes to officers of 900, 901, 913, 922, 923
transfer to 302
Alarm—
all troops turn out on sounding of 1218
sounded in riots before reading of Proclamation 1243
Albert Medal, wearing of 1005, 1006
Alderney. [See Channel Islands.]
Allotment—
of money for special expenditure ... ... 48, App. IV
of training grant to units ... ... App. XV
of work in regard to training matters ... ... App. XV
Allowances—
correspondence, &c., on 1573
delegation of powers of officer i/c administration ... App. IV
fuel and light, travelling, lodging, &c. ... ... App. III
passage, authorization 1086
soldier servants, in lieu... 1537
Ambassadors, artillery salutes to... ... ... 920, 921
Ambulances, discipline in, medical officer responsible for ... 1355

Register of—														
xiii. Letters received ..	193	..	1	1	1	1	1	1 (*l*)	1	1 (*l*)	1	1 (*l*)	1	1
Do. Do. ..	A.F. A 2006 (Card Index)	1	..	..	..	..	..	..	..	..	..	..	..	..
xiv. Deserters	87	..	1	..	1	..	1	1	..	1	1	..	1	1 (*v*)
xv. Certificates of education	13 (*t*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xvi. Births (stations abroad)	112 (*k*)	..	1 (*p*)	..	1	1	1	1	1	1	1	1	..	1
xvii. Marriages (stations abroad)	113 (*k*)	..	1 (*p*)	..	1	1	1	1	1	1	1	1	..	1
xviii. Deaths (stations abroad)	114 (*k*)	..	1 (*p*)	..	1	1	1	1	..	1	..	1	..	1
xix. Description of horses, mounted corps	92	..	1 (*m*)	..	1	..	1	..	1	..	..	..	..	..
xx. Equitation register, mounted corps	93	..	1	..	1	..	1	1	..	..	..	..	..	..
xxi. Nominal list of men transferred to army reserve	A.Fs. D 5089 and 5090 (Card Index)	1	..	..	..	..	..	..	..	..	..	..	..	..
xxii. Box of sealed patterns, officers' badges, &c. (to be held on clothing ledger charge) (*w*)	..	..	1 (*n*)	1 (*q*)	..	1 (*o*)	..	..	..	..	..	..	..	..
xxiii. Civil employment ..	302 (*r*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxiv. Register of recruits ..	303 (*s*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxv. Tabulation book, nationalities, religions and badges	373 (*t*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxvi. Tabulation book, recruits' ages, measurements, &c.	374 (*t*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxvii. Tabulation book Army Reserve—services and ages	375 (*t*)	..	..	..	..	..	..	..	..	..	..	..	..	..
xxviii. Machine-gun officers' diary and register ..	107	..	1	..	..	..	..	..	..	..	..	..	..	..
xxix. Health insurance ..	A.F. O 1847 (Card Index)	1	..	..	..	..	..	..	..	..	..	..	..	..
QUARTERMASTERS' BOOKS														
i. Ledger for clothing and necessaries	284 *or* 285	..	1	..	1	1	1	..	1	..	1	..	1	1 (*u*)

See footnotes on page 556.

Applications—*continued.* Para.
outside influence... 512
private, to War Office, forbidden 512
soldiers' passages 1149
testimonials not to accompany 511
Appointment—
adjutant (q.v.)
as C.R.E., testing of R.E. officers ... ... App. XXII
colonial or civil, officer holding, power of command... ... 178
extra-regimental abroad, vacating 108–110
first commissions 143–147
general instructions 141, 142
His Majesty's Body Guard, &c., conditions of 159, App. XVII
notification in London Gazette 141
personal 159–161
removal from, by C.O.... 273–275
soldiers, responsibility of officers i/c records 60
special 148–149
staff 105–110
temporary commissions as quartermasters, &c., on mobilization ... ... App. XVI
,, precedence of officers ... ... 183, App. III
,, responsibility for public stores 84
warrant officers, N.C.Os. and men, classification 255
,, ,, ,, resignation and removal from 272–276
Apprentices, discharge of 370
Area Commander—
channels of communication ... ... App. II
command and training of troops 22 55
,, class of 21
duties 55–58
exercise of powers of G.O.C.-in-C. 19
inspections by 89
opinion regarding candidates for commissions 145
Areas—
commands sub-divided into 20
staff in, division of 104
Armament Artificers—
casualties to or offences by 286, 287, 289
disposal when not retained for training 287
exemption from parades, &c. 288
general instructions as to employment, enlistment, &c. 282–289
promotion of 283
reduction and dismissal... 284
routes for... 1037
training as, candidates for and qualifications 285
Armaments—
alterations not to be embodied in scheme of defence... 34, 35, 37
responsibility for business relating to... ... ... App. I
Armed corps—
definition of term 909
salutes by guards and sentries 909, 912
Armed parties—
definition of term 909
exceeding 20 men to be accompanied by an officer 1021
inspection before going on duty 1225
O.C. paying compliment, to draw his sword 899
salutes by guards and sentries 909, 912
,, on the march 898

Army List—*continued.* Para.
responsibility for ... App. III
s.a.c. after name in ... 806
Arrest [*See also* Confinement and Military Custody]—
arms not borne while in ... 540
charge *report* ... 536
close, assistance of private soldiers ... 534
,, bedding and exercise of soldiers in ... 539
,, definition ... 533
,, escort of officer or warrant officer ... 538
,, officer ... 538
,, private soldier, for insubordination, &c. ... 534
,, restricted powers of lance-corporal, &c. ... 534
commander of the guard, duties ... 536
definition of ... 533
dress when under... ... 538
duties, performance of 540
officers, general instructions as to ... 534–540
,, in, cannot demand court-martial, &c.... ... 538
,, release from ... 538
release from, pending promulgation of sentence. ... 659
,, ,, pending trial by D.C.M. ... 552
,, ,, when evidence insufficient or not forthcoming 536, 551
remand for further investigation, &c.... ... 534
report to general officer, regimental paymaster, &c. ... 538
restriction on use of messes, &c. ... 538, 539
soldier, confinement in prison, police station, &c. ... 539
,, drunk ... 535
,, employed in hospital ... 1349
,, escort to be provided with money ... 1054
,, general instructions as to ... 534–541
,, in, deprived of weapons, cap, &c. ... 535, 539, 543
,, not to be placed with soldier under sentence... ... 718
,, to accompany unit on change of station ... 699, 703
warrant officer and N.C.O. ... 534–541
Artificers—
armament (q.v.)
regimental, barracks, repairs to by ... 1425
,, employment, qualifications for ... 1424
Artillery Company, Honourable—
precedence in Army ... 873, 874
Artillery, Royal—
administration of ... App. III
army numbers allotted to ... App. XVIII
artificers employed in ordnance workshops ... 1434
band contributions and subscriptions ... 1366
battery, designation, organization, and chain of responsibility ... 1193
books kept by ... 1597, 1598, App. XXIV, XXV
colonel, R.A., and C.R.A. at command headquarters, duties ... 52
command, exercise of ... 19, 22
C.R.As. to visit depot ... 756
Committee, administration of ... App. III
,, Commandant, School of Artillery to keep in touch with ... 90
defended port, O.C. R.A. of, responsibilities... ... 54

Para.

Ammunition—
ball 976, 980, 983
drill cartridges for practice 980
,, ,, storage of 977
explosion of 740
guards, escorts, &c., for 979, 1082
in regimental charge, inspection of, by C.O. 982
inspection of, by company officer, ... 978
,, ,, daily 980
issue from regimental magazine by quartermaster 978
loss or damage of, to be reported 980
on ships, custody of 1136
,, embarkation and storage of... 1136
pouches, collection from on board ship of 1136
,, inspection of, after using ball 980
private, shipment of 1136
,, use of forbidden 983
provision, inspection, &c., responsibility for ... App. III
responsibility for 54, 84, 978
return to magazine, check by officers 978, 979
revolver 952
small arm... 976–983
units moving, quantity taken 981

Animals [*See also* **Horses**]—
casting 1450
dead and disabled, disposal of 1451
destruction of, authority for 1451
entrainment of 1062, 1066–1068
feeding on journeys 1064, 1067
in barracks or hospitals, when allowed 1294
infectious and contagious diseases 1452–1454
loss of or injury to 737,738
monthly return of 1586
movement of, responsibility for duties connected with App. III
movement of, veterinary certificate 1019
pack, loading of 1078
ship, on board 1114, 1115, 1185
transferred from one unit to another 1019

Anniversaries—
ornaments and emblems worn on 947
salutes fired on 917, 919

Annuity, medals with 997

Antedates—
on promotion 167, 168

Anthem, National—
British 888–890, 1364
foreign 1364

Anthrax, procedure in cases of 1453

Anti-Aircraft-Defence, School of—
Chief Instructor, powers of 93
objects 823
qualifying courses for permanent staff of T.A., &c.... ... 332

Appeals—
against barrack damages 1268
,, decision of officer i/c records 63
responsibility for duties connected with ... ... App. III

Applications—
from regimental officers and men, mode of making... 512,1574
officer, on behalf of 512

Attestation—*continued.*
Para.
duplicate, substitution of copy if lost or damaged 1614
entries in 1613, 1647
filing in portfolio of original and duplicate, mode of... ... 1613
information for completion of 1613
lost, substitution of certified copy 1614
marriages and births, entered in 1647
names of soldiers, change of, insertion in 1612
receipt for when borrowed 1613
service recorded on original and duplicate 1613
transmission between units, offices, &c. 1565
Audit, responsibility for duties connected with ... ... App. III
Audit Board, duties of 75
Auditor, Local, concurrence in respect of losses, &c. ... 126–128
Authorities, special, for appointments and rates, revision at intervals 47
Auxiliary Forces [*See also* **Channel Islands Militia, Bermuda Militia, &c.**]—
salutes, &c., to officers of 901, 913

B

Badges, unauthorized deviations forbidden 944
Baggage—
agents for 1163
amount admissible, contained in Allowance Regulations... 1076
,, ,, as charge against public to be recorded 1077
articles excluded from shipment 1118, 1126
bicycles, push-chairs and perambulators 1122, 1128
cabin, restrictions on 1121
changes of clothing aboard ship 1119
conveyance of, arrangements for 1076–1082
custom house, charge for examination at 1134
dock, &c., dues on 1134
drivers not to unload 1078
embarkation staff officer, responsibilities as to 1126–1128, 1135
entrainment of 1061, 1062
excess, payment for 1078
excess, shipment of 1127–1130
excluded, certificate for... 1135
explosive articles excluded 1138
fatigue parties for loading and unloading 1078
heavy, stowage and shipment of 1119, 1125
indents for conveyance by R.A.S.C. 1061, 1076
individual officers and soldiers 1079, 1123
intermediate ports, for, stowage of 1124
labelling of 1119, 1120, 1121, 1124, 1127
liability of railway companies 1078
light, families', entrainment of 1061
measurement of, for embarkation 1118
,, ,, limits 1118, 1119, 1121
motor cars, private, shipment of 1139
movement of, during peace, at home 1076–1080
non-entitled, shipment of 1127–1133
pack-animals, loading on 1078
party, command and staff of 1125
prohibited articles 1124
regimental, railway transport at statutory rate 1076

Baggage—*continued.* Para.
responsibility for passing through customs 1126
shipment and stowage on board ship, arrangements for 1119, 1124, 1125
size and weight decided by officer i/c transport 1078
soldiers' families, on ships 1121
stations abroad, at 1080
unaccompanied 1131–1133
W.D. stores, conveyance of 1081
weight of, permitted 1118
Baker, tour of service abroad 1084
Balls, Fancy Dress, regulation uniform not to be worn at ... 960
Bandmasters—
appointment 1368
dress while on duty 1369
duties of 1369
exchange or transfer 302, 1368
instruction of bandsmen by 1370–1373
musical training 1370–1375
N.C.Os. selected for training, qualifications of 1372
parades, attendance at 1369
pay 1368
precedence, when bands are massed 1361
promotion 261, 271
Bands—
attendance at ceremonies and parades... 888, 889, 891, 905, 906
books of instruction 1363
engagements 1365
establishment 1359
funds, audit of 75
,, contributions and subscriptions 1366
,, paymaster and quartermaster not to have custody of 1192
garrison, furnished by roster 1222
general instructions 1359–1365
government grant to 1362
instruments, pitch and reduced prices for 1376
,, supplied at public expense 1362
massed, conductor of 1361
military funerals, instructions for, at ... ... App.XXI
national Anthems of all nations, to be in the possession of bands 1364
property, custody of 1367
regimental marches to be in the possession of bands 1364
Bandsmen—
boys appointed, when struck off roll of boys 254
,, enlisted for training as 249–254
,, transferred to tradesmen class, if progress not satisfactory 250
discharge delayed to train successor 373
divine service, attendance at 1527
establishment not to be exceeded 1359
instruction by bandmasters 1369–1373
liable to serve in the ranks 1359
offences, struck off establishment for 1360
promotion, instruction for 1372–1374
School of Music, training, qualifications for 1372
,, ,, ,, recommendations 1375
stretcher bearers, training as 777
Banking, officers' pay issued through agents 141

Carriages—
design, provision, storage, &c.... ... ... Para. App. III
Casualty Form, disposal of on transfer to reserve 366
Casualties—
active service, not on 1589–1592
,, ,, on 1593–1595
affecting military voters 64
adjutant-general's office at base, duties in respect of ... 1593
duties connected with, responsibility for 117
list of articles, belonging to deceased soldier to be furnished 1595
next-of-kin, notification to 1591, 1592, 1594
published in Part II Orders 1606
R.A.S.C. officers abroad, temporary replacement 209
telegrams 1591–1593
unusual number of, report by C.O. 1589
Caterer—
officers' mess, N.C.O. acting as 1382, 1383
serjeants' mess 1410
Cavalry [*See also* Horses]—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
band subscriptions 1366
books kept by ... ... 1597, 1598, App. XXIV, XXV
brigade-commander, exercise of command 19, 23, 51
command of brigade 51
dismounted men in regiments of 1195
Household, command of, when serving together or with other troops 184, 185
Household, precedence of 873
Inspector of, and duties of 12–15
inspection of 87, 89
mess, officers' 1393
officers, books to be kept by ... ... 1597, App. XXIV
,, drill, proficiency required before dismissal from ... 86
,, power of command 173
,, staff, disposal of, on completion of staff service abroad 108
precedence of corps 875
quartering men by squadrons, &c. 1194
recruits unable to ride, discharge 370
reposting after six years' service 304
reservist for remount duties 361
salutes by guards to armed parties of 909
School, India, qualification at 817
squadrons, designation, subdivision, and chain of responsibility of 1193
standards and guidons of 881, 883
subjects of promotion, examinations in ... ... App. X
transfers to 302
Censorship—
and military secrecy, responsibility of C.I.G.S. ... App. III
Censure of superiors forbidden 510
Ceremonial—
at military funerals ... ... App. XXI
questions, responsibility for ... ... App. III
visits between governors, &c., and naval or air force officers 902
,, ,, military ,, ,, ,, 903

Barracks—*continued*. Para.
stores, inventories of 1279, 1283
unoccupied, inspection of 1274
,, security of 1285
vacation of during non-camping season to be avoided ... 1553
ventilation 1291
water, consumption of 1310
water tanks, cisterns, drains, &c., cleaning of 1292
Bathing, parades for and prevention of accidents ... 772, 773
Batman, payment to... 1544
Bearers—
and pall bearers at military funerals ... ... App. XXI
Bedding—
damage to, in barracks 1267, 1271
infected 1290
inspection of, periodical 1273
soldier in arrest 539
Beer in barrack rooms, &c., when allowed 528
Benefit Societies in regiments 1555
Bermuda—
defence scheme for 34
Governor and C.-in-C., powers of G.O.C.-in-C. 19
Militia, officers, rank and precedence 170
,, precedence of corps 875
service in and embarkation, periods 1084, 1085
Volunteer Rifle Corps, precedence of officers 170
Berths, appropriation of, on ships 1093
Bibles, supply of, to troops 1536
Bicycles—
provision, inspection, storage, &c. ... ... App. III
shipment as baggage 1122, 1128
Billeting—
instructions as to... ... ... 1052–1054, 1553
money for, to be supplied to detached parties 1054
on line of march, procedure 1053
parties, always to precede main body 1053
payment to be made before leaving 1054
personnel who need not be billeted 1052
when resorted to 1052
Birthdays, salutes on 917, 919
Births—
certificate, loss of 1650
,, of registry 1648
notification of 1651, 1652
officers' children, notification and registration of 1651
record of 1645, 1652
registration of, abroad 1652
,, at home 1651
Bivouacs, instructions as to... 1553
Blankets, during cross-channel passages 1074
Board of Trade—
cabins allotted by 1092
inspection of transports, &c. 1087, 1088
medal 1005, 1006
sea transport duties 1086
Boards—
assembly, composition, &c. 733–736
attendance at, reckoned as tour of duty 1209
audit, quarterly, in units 75

Brigade commander—*continued.* Para.
definition of term ... ... page xvi, 367
duties of 51
G.O.C. London District as 46
inspecting, grievances of officers and soldiers 100
inspection by 87, 88, 99
opinion regarding candidates for commissions 145
remarks on confidential reports... ... ... App. XXIII
reports by 99
British Museum, historical records, &c., of regiments sent to 1643
Brothers, transfer to same unit 302
Bugle—
calls, hours for 1217, 1218
salute by 888, 910
sounds, &c., authorized books of 1363
Bugler—
boys enlisted for training as 249, 250, 252–254
serjeant, soldiers qualified as 1370, 1371
Bugles—
supplied at public expense 1362
to be maintained in a state of efficiency 252
Buildings [*See also* **Barracks**]—
additions and minor alterations to 1284
condition, equipment, &c., correspondence regarding ... 1573
damage by fire to 1299–1301
hire of, duties connected with 118
new, and sites for, boards on 1302, 1303, 1307–1309
,, extra fuel for drying, power of issuing ... ... App. IV
re-appropriations 1302–1306
sale or demolition of 1305
security of unoccupied 1285
store, construction and maintenance ... ... App. III

C

Cabins—
allotment of and rules concerning 1093
Cadets—
inspection of by officers in uniform 518
not liable for service in Army 1
to salute officers in uniform 900
units administered by Army 1
visits to French zones 1484
Camp—
arrangements, responsibility for 118
colours 1552
member of the Royal Family inspecting 891
troops not to go under canvas during winter 1553
Canary Islands, sick leave in, counting as service on West Coast of Africa 1501
Caps—
and missiles taken from soldiers during trial, &c. 543
how worn 950
Captain—
examination for promotion to rank of major ... ... App. X
field officer, acting as 1220
,, competent to perform duties of 86
instruction in command on parade, &c., by C.O. 79
regimental duties, superintendence of 1221

Colour-serjeants—
Para.
distinction of attending colours 269
entries in conduct sheets on promotion to 1635
Command—
certificate by C.O. on change of 1391
classes of 19, 21
colonies, in 7, 27–33
company, &c., of, regimental officers to be capable of ... 86
departmental officers 175
detachments of different corps employed together 179
documents, disposal of, on breaking up, &c., of a 1644
exercise of 7, 19, 21–26, 170
,, by senior officer 172
garrisons abroad 7
general rules 170–181
household troops serving together or with other troops 184, 185
land, sea and air forces 875
medical officers 174
method of, by officer towards subordinates 505
of the Army in hands of Army Council 6
officers extra-regimentally employed, &c. 178
power of, by officers of various corps, &c. 173–177
reservists and soldiers from units abroad 61, 62
R.E. units not allotted to formations 65, 66
station, troops at 24, 25
temporary, powers 77
United Kingdom and Channel Islands 20
unit of division, &c., away from headquarters 24
warrant officers and N.C.Os. 255, 505
Commanders—
area (q.v.)
brigade (q.v.)
divisional (q.v.)
higher, classification and powers of 19
of the guard, duties 1226–1237
station, powers of command 24, 25
Commanding Officer—
abroad, president of defence scheme revision committee ... 35
,, responsibility for command, administration, &c. ... 36
appeal against decision of officer i/c records 63
confidential report on ... ... App. XXIII
correspondence with another 1571
,, ,, officer i/c barracks 1573
court-martial on, rank of members 642
court of inquiry may be assembled by 733
crime, prevention of 504
definition of, for purposes of discharge or transfer to reserve 368
,, ,, ,, re-engagement 291
,, ,, ,, transfer 293
,, in Army Act and rules of procedure 526
depot, duties at 81, 82
detachment, powers of 563, 564
duties and responsibilities of 70–80
efficiency and capacity for command, testing 94
financial control 75
health of troops and sanitation to be supervised by 71
instruction and preparation of officers for promotion by ... 78
mess, certificate of solvency of, on change of 1391
,, management, responsibility for 1377

Charge—*continued*. Para.
soldier already under sentence... 554
sufficiency of evidence 549
summarily disposed of, by C.O. 547
,, ,, officer or warrant officer ... 546
Chargé d'Affaires, salutes at funeral of 921
Charitable funds—
audit of 75
regimental, allowed 1555
Chemical Warfare appliances, provision, inspection, &c., responsibility for ... ... App. III
Chemical Warfare Committee, administration of ... App. III
Chemical Warfare School, object of, courses at 843
Chief Engineer. [*See under* **Engineers, Royal.**]
Chief of the Imperial General Staff—
Army Council, member of 9
duties of ... ... App. I, III
Children of Soldiers—
adoption of 1649
instruction in trades, &c. 1419
religious instruction 1535
schools for 874
China—
G.O.C., exercise of powers of G.O.C.-in-C. 19
service in and embarkation, periods 1084
Chiropodists—
courses of instruction 775
Churches—
erection of monuments and memorials in garrison... 1313, 1314
Cinque Ports, Lord Warden of, artillery salutes to... ... 920
Ciphers—
definition of term ... ... page xvi
instructions regarding 1578, 1581
Cisterns and Tanks, cleaning of 1292
Civil appointments—
officers in liable to serve on courts-martial 178
,, ,, not to assume military command 178
Civil Authorities—
deference to be paid to 507
G.Os. C.in-C. to maintain friendly intercourse with ... 43
Civil Court. [*See* **Courts, Civil.**]
Civil Employment—
certificate of qualifications for 400, 401
guide to, given to soldier on transfer or discharge ... 357, 411, 499
harvesting, G.Os. C.-in-C. discretionary powers 44
qualifications for noted on employment sheet 1638
register, officer i/c, return rendered by ... ... App. XX
reservists and discharged soldiers, supervision of arrangements for 58, 117
suggested methods of obtaining 411–414
Civil Power [*See also* **Civil Authorities**]—
aid to, accommodation, by whom supplied 1240
,, ammunition, issue and return of 979
,, commanding officer, responsibility ... 1242, 1245–1257
,, convict establishments, requisitions by governors ... 1257
,, emergency, powers of military in case of pressing 1239, 1256
,, firing by files or sections 1251–1254
,, commands, how given... ... ... 1248, 1251, 1252

Company, &c., Commander— Para.
attendance of, when charge reserved for C.O's. award ... 544
awards by, entry of 544, 545
,, subject to remission by C.O. 565
cash payments, responsibilities regarding 1189
delegation of power to, by C.O. 542, 565
duties of 83, 85
equipment, public stores, &c., responsibility for 84
inspection of barracks, &c., attendance at 1267
investigation of charges by 542, 544
powers of, as to punishments 565
ranks, cavalry and infantry 83
supervision of junior officers 83
Compasses—
when carried 964
Complaints—
anonymous, forbidden 508
of officers and soldiers, how preferred 100, 508
Compliments. [*See* Guards and Salutes.]
Comrades' Associations, Old, circulars connected with ... 1575
Concentrations, Schemes for, supervision of 116
Conduct—
distinguished, or gallant, entries in documents, &c. ... 1625
military. [*See* Character.]
Conductors, Royal Army Ordnance Corps. [*See also* Warrant Officers.]—
to do duty as subaltern officers 264
Conduct Sheets—
company, custody of 1634
,, destruction of 1635
,, discharge, record of entries on 1635
,, lost 1634
,, promotion, transfer of entries on, to regimental ... 1635
,, rules for keeping entries in, &c. 1634–1636
,, unit proceeding on active service 1636
disposal of 1639
field 1633, 1637
record in, confession of desertion 612
regimental, officers, record of court martial, &c., on ... 1629
,, soldiers, comparison with field conduct sheets 1633, 1637
,, ,, disposal at conclusion of campaign ... 1633
,, ,, entries in, list of 1630
,, ,, ,, rules as to 1630, 1631
,, ,, how kept 1630
,, ,, lost 1632
,, warrant officers, record of court-martial, &c., on 1629
Confidential. [*See* Documents, Reports, &c.]
Confinement. [*See also* Arrest and Military Custody.]
accommodation for 539
barracks, to, by C.O. 560, 561
,, defaulter, record from guard report produced before court-martial 649
,, drunkenness 577
,, entered in conduct sheet 1630, 1634
soldier in close arrest 539, 540
Confirming Officer—
for transfer and discharge 369, 370
powers of as to regulating punishment, &c. 659–667

Courts-martial—*continued.* Para.
sentences of, reduction of 665
,, release before completion of, for embarkation 694
,, remission of 665, 679, 696, 704
,, removal to corps for promulgation of 719
,, revision of 662
,, rules for awarding 652–658
soldier awaiting trial, on move of unit 699
stoppages 624, 626–629, 655
superior officer, power and definition of 616, 617
superiors, offences against 619
theft 621
trial by, change of venue 636
,, not delayed by want of documents 648
trial of reservist 448–451, 464, 465
waiting members 643, 644
witnesses from distant stations 637
,, ,, Royal Navy or Royal Marines 637
,, routes for 1037
Cricket grounds, charge of and responsibility for repair ... 1272
Crime, prevention of, by C.O. 504
Cross-channel routes—
blankets or rugs for use on 1074
list of 1074
Crown, The—
government of Army vested in 6
royal salute to 888
Custom-house charges, payable by officers and soldiers ... 1134

D

Damages—
barrack 1267–1269, 1271
private property 739
recoveries on account of 1298
writing off 126
Deaths—
certificate of, abroad 1652
documents, disposal on 1627, 1639
enquiries respecting 1596
inquests 1590
next-of-kin, particulars to be sent to... ... 1591, 1592, 1594
records of 1652
registration and notification of 1651, 1652
report, casualties on active service 1593
,, officers and soldiers 1590–1594
,, special, when unusual number of 1589
,, warrant officers 1590
ship, on board 1590, 1591
telegrams 1591–1593
Debts—
furlough not granted when soldier has 1506
mess-man, C.O. to caution tradesmen regarding 1382
notification to press of non-liability for soldiers' private ... 530
officer unable to meet, procedure 514
Declaration—
by officers applying for leave to return home 1494
by soldier enlisted under false name 1612
of courts of inquiry recording illegal absence... 1620

Commanding Officer—*continued.* Para.
of unit, returns, &c., rendered by ... ... App. XX
offences against civilians, action by ... ... App. VIII
,, which may be disposed of by 547
Official Secrets Acts, &c., responsibility for compliance with 502
orders, issue of, by 74, 77, 1601
parties, of, paying compliments 899
personal report to, by officers joining unit, &c. 142
powers of command 170
punishments by, delegation of powers 542, 565
,, minor 558
,, summary 558–568
R.A.O.C. personnel in a command, &c. 137
report to inspecting officer as to conduct and knowledge of officers 80
salutes to 888, 895, 908
,, in garrison, camp or station... 888
standing orders, issue of, by 74, 77
temporary 77

Commanding Royal Engineer. [*See* under **Engineers, Royal.**]

Commands—
division of United Kingdom into 7, 23
staff in 104
to keep lists of officers for accelerated promotion 168
units moving between 1020, 1036

Commissions—
appointments to, form giving personal particulars 1609
first appointments 143–147
promotion to, disposal of documents on 1627, 1639
resignation of 189
selection of candidates for ... ... App. III
temporary, as quartermasters, &c., on mobilization App. XVI
warrant officer or N.C.O. recommended for 144–146, 370

Committee—
discipline not dealt with by 734
mess, band, &c., financial control and audit 75
,, ,, paymasters or quartermasters may not preside over 1192
president, appointment of 736
proceedings, form of 734
War Office, responsibility for ... ... App. III

Communication, Channels of, in the Army ... 5, App. II

Communications, Signal—
responsibility of C.I.G.S. ... ... App. III

Companies—
designation of, by letters or numbers 1193
division of, into platoons, &c. 1193
quartering of men 1194

Companies and Associations—
loss or damage to property of 739
permission to be connected with or assist 516, 517

Company conduct sheets. [*See* **Conduct Sheets.**]

Company, &c.—
books to be kept by 1600
definition of term ... ... page xiv
officers knowledge of and capability for exercising 86
organization of 1193–1197

Depots—*continued.* Para.
infantry officer personnel to be provided by foreign and home service battalions 198
,, posting to, and tour of duty, officers ...196, 198, 200
,, ,, ,, ,, soldiers ... 320, 323
,, qualifications for appointment, &c. 320
,, reliefs from abroad 323–325
,, selection for appointment 323–325
,, tour of duty 320, 323
,, unmarried officers, proportion of 198
,, vacancies 198, 324, 325
mess, at, officers' 1399
mobilization arrangements and equipment, &c., of reservists 81
mobilization schemes to be kept up to date 56
O.C., duties 81, 82
officers, ineligible 200
,, liable to be reposted to service unit... 196
,, ordered home for duty at 196
,, tour of service at, selection, periods, &c... 196–200
recruits, training at 81
regular establishment—
,, ,, attachments 315, 317
,, ,, composition of... 315
,, ,, conditions affecting appointment of soldiers 320–331
,, ,, liability to serve on 316
,, ,, posting to 315, 316, 317
,, ,, re-posting to regular unit ... 318, 319
,, ,, transfer for service on 302
rifle, tour of duty at 196, 198, 200
R.A., command and training 55
,, posting and tour of duty 196, 197, 326, 327
,, qualifications and selection 326
R.A.M.C., posting to, and tours of duty, officers ... 196, 197
,, ,, ,, ,, soldiers 331
R.A.O.C. ,, ,, ,, officers ... 196, 197
R.A.S.C. ,, ,, ,, officers ... 196, 197
,, ,, ,, ,, soldiers 330
R.E. ,, ,, ,, officers ... 196, 197
,, ,, ,, ,, soldiers 328
R. Signals ,, ,, ,, officers ... 196, 197
,, ,, ,, ,, soldiers 329
R. Tank Corps ,, ,, ,, officers ... 196, 197, 199
,, ,, ,, ,, ,, soldiers ... 320, 323
,, ,, qualifications, for appointment 322
,, ,, selection, reliefs, &c. 323–325
small arms, inspection in 91
training at, visits of C.Os., &c. 756

Deserters—
abroad, special instructions 588, 589
accounts of, when handed over to other corps 1201
apprehension of, procedure 585, 591–597
certificate of surrender 586
clothing deficient 629
conduct sheet, entries in 1630
confession, false 586, 588, 597
,, forfeitures instead of trial 608
,, form of 609, 610

Para.

Constables of Counties, &c., duties when troops employed in aid of civil power 1240, 1241
Constabulary, War Department 730
Consular Service, rank of officers of, with officers of the Army... 879
Consuls-General and Consuls, gun salutes at funerals of ... 921
Continuance in the Service beyond 21 years 236–245
Contractors, dealings with 515
Contracts—
personnel connected with firms holding 516
responsibility for ... ... App. III
Convict Establishments, aid to, by troops 1257
Convict, Military. [*See* **Military Convict.**]
Conviction—
civil power, by, given in evidence 648
,, ,, of N.C.O., to be reported 573
conduct sheets, regimental, entries in 1630
discharges on 370
quashing of 665
Cook—
assistant 1415
private soldier as, for detention rooms 725, 726
second 1416, 1417
serjeant 1415–1417
Cookery, Army School of 812
Cooking—
inspection of, by regimental officer 1413
"Manual of Military Cooking" to be used 1412, 1415
refuse fund, &c. 1413
soldiers' messing and, general instructions 1412–1417
system of 1412
Corps—
historical record of 1641
army numbers allotted to ... ... App. XVIII
orders, to be kept in guard books 1603
Correspondence [*See also* **Letters**]—
address on official 1567, 1569
channels of communication 1562
civilians, with 1566
direct 1571
enquiries regarding soldiers 1596
general instructions as to 1560–1575
India and Colonies 1569
mode of conducting official 1562–1567
non-official not to be in official covers 1575
officers, direct between 1571
official, not to be furnished to unauthorized persons 524
opened by an officer 1563
responsibility of officers for correctness of 1561
rules for conducting 1563
transmission 1562–1574
,, to higher authority, opinion of officer recorded on 1561
unnecessary, officers to check 1560
War Office, to, how addressed 1567
Counsel for prosecutor, engagement of 640, 641
Courses of Instruction. [*See* **Schools and Courses of Instruction.**]
Courtesy in intercourse with civilians 507

Detention—*continued.*
Para.
barracks, branch, committal to, temporarily ... 717, 718
,, ,, duties of warrant officer or N.C.O. in charge of 725
,, ,, inspection and visiting of 724
,, ,, medical examination before admission ... 723
,, ,, release from 721
,, change of station of unit, soldier under sentence... 691
,, commandant of, confidential reports on ... App. XXIII
,, committal to 680, 682, 718, 719
,, ,, days not permissible 721
,, ,, documents to be sent with soldier... 689
,, ,, form of 681
,, ,, medical certificate to accompany ... 688
,, ,, soldier from abroad 686
,, ,, soldier to march to 711
,, ,, temporary 717, 718
,, ,, time for 690, 721
,, control, inspection and administration of... 117, 715
,, conveyance to 711
,, discharge from 708, 713
,, equipment taken to 716
,, fitness for occupation 720
,, hours for committal and release 721
,, medical examination before admission ... 688, 723
,, punishment awarded by board of visitors, entry in conduct sheet 1630
,, questions relating to responsibility 117
,, release from orders for 705, 708
,, removal from, for service abroad, &c ... 691–694
,, transfer from one to another... 702
completion of, disposal of soldier 713
conduct sheet, entries in, of award by C.O. 1630
custody of soldiers under remand 718
drunkenness, for 577
forms of commitment, &c. 674, 681
limit by summary award 561
periods of 652
release from, soldier not to do duty on day of... 708
,, ,, transfer to unit 687
remission of 687, 704
removal of soldier whilst undergoing sentence in ... 691–703
rooms, committal to, hour of 690, 721
,, ,, soldiers of other corps... 728
,, ,, temporarily 680, 681, 717, 718
,, daily inspection of 724
,, duties of warrant officer or N.C.O. i/c... ... 725, 727
,, fitness for occupation 720
,, guard, confinement in 707
,, ,, keys, charge of 539
,, medical examination before admission 723
,, release from 706–708, 721
,, rules for and control of 715, 726–728
,, transfer on change of station of unit 703
sentences, calculation of expiration of 714
,, where served... 715
soldiers under, disposal on arrival home 1181
substituted for fine 577
terms of, how awarded 654

Decorations [*See also* **Medals**]— Para.
foreign 1007
forfeiture and restoration 1012
loss and replacement 1008–1011
safe custody during voyage 989
when worn 964, 971
Defaulters—
attendance at parades, duties, &c. 560
fatigues to be performed by 560, 1262
not to undergo punishment lapsed 561
offences by, record from guard report produced before court-martial 649
Defects or irregularities, attention to be called to 101
Defence [*See also* **Coast Defences**]—
abroad, committee of revision 35
schemes of 34–37, 115, 116
Defences—
admission to 502
responsibility for preservation of works *65*
Deficiencies—
clothing, necessaries, &c., how dealt with, 625–629, 737, 738, 742
powers in relation to, writing off ... ... App. IV
Definition of Terms ... ... page xvi
Delegation of Powers—
C.O. to company, &c., commander 542
financial, by officer i/c administration ... ... 122, App. IV
G.O.C.-in-C.'s powers to divisional commanders, &c. ... 39
relating to district courts-martial 39
to issue routes 1034
to order journeys 1027
Dental Corps, Army—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
books kept by ... ... 1597, 1598, App. XXIV, XXV
confidential reports on officers ... ... App. XXIII
duties of officers 135
inspection of 89, 102
officers not entitled to presidency of court-martial 187
,, power of command 174
precedence in Army 875
School of Instruction, classes 830
standing orders, &c. 1601, 1603
subjects of promotion examinations in ... ... App. X
transfers to and from 296–303
Dental Services, responsibility for questions on ... App. III
Dental Treatment—
cards 1627
inspection of recruits 1357
soldiers, time of attendance *1358*
Departmental Officers. [*See* **Services and Departments.**]
Depots—
adjutants, tenure of appointment 196
command of and training 22, 55
deficiencies in equipment, clothing, &c., at... 56
infantry adjutants 198
,, command and training 55
,, *foreign service battalion reliefs* *323*
,, inspection of 98
,, machine-gun specialist 321

Index.

Para.

Deserters—*continued.*
confession preserved with attestation ... 612
,, procedure on ... 588
definition of ... 581
documents, disposal of ... 1627, 1639
escorts for ... 586, 590–597, 709
furlough, soldiers not returning from, dealt with as ... 1505
identification of ... 592, 594–597
military custody, when to be taken into ... 586
necessaries, responsibility for, and supply when needed ... 594, 595
order for removal of, by escort ... 593
police, &c., notification from, of apprehension of ... 591–593
,, report to, of desertion ... 581, 582
,, ,, rejoining ... 584
proceedings against ... 585, 586
property, private of ... 1202
protecting certificate to unclaimed ... 587, 588
recruit, absconded ... 581
reports, special, when unusual number of ... 1589
returns, how accounted for in regimental ... 1588
rewards and expenses ... 591
routes, issue of, for ... 590–594
service forfeited and restored ... 246
,, not claimed for, procedure ... 587, 588
soldiers not returning from furlough dealt with as ... 1505
surrender of ... 586
trial, dispensation from, conduct sheets, entries in ... 1630
,, ,, ,, on confession of ... 608, 611
,, ,, ,, order, form of ... 611, 612
,, in Scotland ... 614
Designation, of corps, unit, &c., record of alteration of ... 1641
Detached parties—
to be provided with money for billets, &c. ... 1054
to report when detained in London ... 1022
Detachments—
arriving from abroad, disposal of ... 1181
,, returns relating to, required on dis- ... 1179
embarkation of ... 179
association of, under one command ... 563, 564
C.O., powers of ... 179
command of ... 1210
duty, reckoning for tour of ... 1172
embarkation returns ... 1458
horses of, veterinary inspection ... 1389
mess, share of mess fund, &c. ... 1189
pay sheet ... 213
report, confidential, on officers of ... 1181
Details. [*See also* **Detachment.**]—
arriving from abroad, disposal of ... 656
Detention—
abroad, sentences of ... 684
,, transfer home ... 586
absentee or deserter ... 722
articles removed from soldier undergoing ... 560, 561
award of, by C.O. ... 652, 653
,, court-martial ... 652
,, reasons for introduction as a punishment ... 716
barracks, articles to be sent with soldier to ... 725
,, branch, accommodation in, to be ascertained

Documents—*continued.* Para.
discharge (q.v.).
disposal of, on breaking up of command, &c. 1644
,, ,, transfer, death, &c. 1639
embarkation, furnished on 1158, 1166, 1167
"For Official Use Only" 1576
medals, entry of grant, &c., in 993
memorandum sent to War Office with... 1568
missing on transfer to reserve or discharge 349
names of soldiers in, procedure when changed 1612
obsolete, destruction of 1654
official, access to and publication of 1576
,, security of 502
production before court-martial 649, 650
recovery of original 651
secret and confidential, custody of, and instructions as to 1576–1385
,, ,, ,, deficiency in... 1580
,, ,, ,, destruction of 1578
,, ,, ,, in libraries 847, 848
,, ,, ,, transmission by post, &c.... ... 1577
,, yearly return of 1581
soldiers under sentence, disposal of 687, 689
soldiers, orders relating to 1606
to be forwarded with recommendation for commission ... 144
transfer (q.v.).
transmission between units, offices, &c. 1565
War Office, issued from, care of 1578
Dogs—
in barracks or hospitals 1294
on board ships 1116, 1117
Dominions, Crown Colonies, Protectorates, &c. [*See* under **Colonies and Governors.**]
Drafts. [*See also* **Detachments.**]—
documents to accompany, on embarkation 1158
officers proceeding with, instructions to 1156
peace establishments based on requirements of 4
preparation of, duties of officers i/c records 60
questions connected with, responsibility 117
returns, before embarkation 1150, 1151
service and embarkation, periods 1084
soldiers undergoing sentence 694–698
Drains—
cleaning, &c. 1292, 1293
responsibility for 1293
Dress and Equipment [*See also* **Uniform**]—
arrest when under 538
deviation from sealed patterns forbidden 944
emblems and ornaments 947
equipment. [*See also* **Equipment.**]... ... ... 954, 972–975
eye-glasses 956
forage and service dress cap, how worn 950
full dress head-dress, how worn 950
general instructions 944–956
greatcoats, when and how to be worn... ... ... 954, 964
hair, growth of 949
head-dress in court 507
mourning 955
officers—
abroad, on leave from 957

Para.
Dinners—on embarkation 1101
Directors of Public Companies, officers acting as 516
Disallowances—correspondence relating to 1573
Discharge—
abroad, men due for, and remaining abroad... 340
,, ,, ,, to be sent home at once 341
,, ,, sent home for, disposal of 1181
,, ,, ,, ,, embarkation arrangements ... 1161
,, ,, ,, ,, nominal rolls 1170, 1171
address of soldier on 357
after 21 years' service 244, 245
age for reached 222, 370
application for, instructions as to 370
apprentice, claimed as 370
army service, before completion of 338
,, ,, on completion of 339–341
attested but not finally approved 370
authorization, ... 345, 367, 368, 370
,, definition of brigade commander 367
boys, if under age 351
carrying out of 345, 368, 370
causes of, and special instructions 370
certificates, duplicates not to be given 408
,, in testimonial form 400, 401
,, lost 408
,, mentioned in despatches... 407
,, preparation of 392–395
,, tampered with 409
,, to soldiers on 360, 392
,, type issued for various classes 392
civil employment after, qualifications recorded in documents 400, 401
,, ,, ,, suggestions as to obtaining 411–414
,, ,, responsibility for arrangements ... 58, 117
,, ,, to take up 370
civil power, on conviction by 370
civilian clothing and uniform 354
claiming 245, 370
claims unsettled on, procedure 350, 384
commission or cadetship, appointment to 370
compassionate grounds, on 370
competent officers 367, 368, 370
conduct sheets, company, destroyed on 1635, 1636
confirmation 345, 370, 371
conveyance abroad when entitled 386, 387
court-martial, sentenced to penal servitude by 370
depot, men from abroad sent to 1181
documents, disposal of ... 341, 353, 364, 378–381, 1627, 1639
,, given to soldier on 357, 360
,, missing, procedure 349
,, preparation of 343
,, time-expired men, invalids, &c, from abroad 1166, 1167
,, to accompany soldier sent home for ... 1166, 1167
duties connected with, responsibility for ... ...117, App. III
employment sheet on 1638
engagement, on termination of... 370
enlisted irregularly 370

Disease— Para.
infectious, clothing, &c., not to be returned to store ... 1290
venereal, concealment of 529
Disembarkation. [*See also* **Embarkation.**]
arrangements for and superintendence 1086, 1174, 1175, 1177–1179
arrival, report of 1177, 1178
baggage, landing of 1177
,, responsibility for passing through customs... ... 1126
date of to be notified in Part II Orders... 1182
details arriving from abroad, disposal on 1181
families from abroad, arrangements for quarters 1174
horses 1185
infectious disease cases 1177, 1183
medical inspection prior to 1177
officers, leave on 1180
,, to report on arrival 1180
payments to soldiers prior to 1165
reports rendered on 1179
soldier under sentence, release on 696
Dismounted men—
drill and equipment 1195
movement of 1018
Displays of horsemanship or gymnastics 520
Disputes, prevention of, by C.O. 70
Distinguished conduct—
entries of 1625
medal 995
Distinguished service, brevet promotion for 169
Districts—
Channel Islands 20
London 20
Northern Ireland 20
United Kingdom divided into 7
Divine service—
attendance, regular, at 1526
bandsmen, attendance of 1527
chaplains (q.v.)
families of officers and soldiers, attendance 1528
general instructions 1526–1529
liberty of worship 1526, 1527
officiating chaplains [*see* **Chaplains**].
seditious language at 1529
Divisional Commanders—
channels of communication ... ... App. II
class of command 19, 21
command and training of troops 22–24, 49
definition of term ... ... page xvi
delegation of extended powers to, by G.O.C.-in-C.... ... 39
duties, &c. 49, 50, 89
exercise of powers of command 19
mobilization schemes and equipment, responsibilities ... 50
remarks on confidential reports ... ... App. XXIII
Dock or pier dues, exemption, &c. 1134
Documents [*See also* **Officer i/c Records**]—
abroad, soldier from, separation of certain 1158, 1166
accuracy of, responsibility for 1561
attached to attestation 1616, 1617
courts-martial, copies used for 649, 650

Embarkation [*See also* **Disembarkation** and **Ships**]—*continued.*
Para.
indulgence passengers, officers, men and their families 1140–1144
inoculation before 1153
inspection, medical, prior to 1104–1108
inspection of transports, &c., before 1087, 1088
,, of troops by brigade commander 1103
liquors not to be taken on board 1137
medicines, &c., supply of 1090
motor cars, private 1139
N.C.Os. to record absentees from final parade before ... 1100
orders for, authority issuing 1094, 1147, 1154, 1160
parade and record of names before 1100
patients, returns of 1105
payments to soldiers during journey 1165
periods of the year to various stations abroad 1084
preparations for 1090–1102
prohibited articles, &c. 1137, 1138
regulations, publication of, previous to 1098
reports and returns in connection with
1145, 1146, 1150, 1151, 1159, 1168–1176, 1186
rolls, nominal of approved men 1099
,, ,, of troops and families from abroad 1168–1171
ship's staff 1109
soldier under sentence 694–699
staff officer, responsibility with regard to baggage 1126, 1128, 1135
,, to notify movements of transports 1091
stores placed on board prior to 1090
transfer or discharge, men for 1161
uniform to be worn by officers 1096
units exchanging at intermediate port 1113
warning for 1099, 1147
Embezzlement, &c., stoppages of pay for 655
Emblems, wearing of 947
Employment, Civil. [*See* **Civil Employment.**]
Employment Sheet 1617, 1638
Encampments 1552, 1553
Engagement—
limited, reckoning service towards 246, 247
normal, definition of 224
special short service, extension of 223
Engineering, School of Military—
administration and *functions* 831
commandant is also Inspector of R.E. 12
confidential reports on commandant ... ... App. XXIII
reports rendered by commandant ... ... App. XX
Engineers, Royal—
administration of ... ... App. III
Anti-aircraft Defence, School of (Engineer Wing) 823
army numbers allotted to ... ... App. XVIII
band subscriptions 1366
barracks, inspection of 1274, 1275
books kept by ... ... 1597, 1598, App. XXIV, XXV
chief engineers, channels of communication ... ... App. II
,, ,, command and training of troops 22
,, ,, C.R.Es., &c., to visit Depot 756
,, ,, direct access to G.O.C.-in-C. 131
,, ,, duties of 37, 65
,, ,, powers of brigade commander 19

Foot Guards— Para.
acting with other Household Troops, command of ... 184, 185
Army numbers allotted to ... ... App. XVIII
brigade of, special rules for ... ... App. V
compliments, special, paid by ... ... 913, App. V
G.O.C. London District as brigade commander 46
O.C. regiment, powers of brigade commander 19
officers of, power of command 173
precedence of brigade 875, 876
transfer to 302
Forage—
barns, inspection of 103
barrack subordinates not responsible for 1310
commanding officer's duties 1464
complaints regarding 1465
contracts 1464
demands, &c., for, to whom made 1573
fire, precautions against 1467
inspection of daily issue 1465
" regimentally 1464
issue and receipt of, hours for, &c. 1465
keys of stores, custody 1466
reserve stock of 1464
sentries over 1466, 1467
Forage-cap 950
Foreign courts—
presentation of officers at 904
Foreign Government—
officers employed under, liable to serve on courts-martial ... 178
" " " not to command 178
salutes, &c., to distinguished foreigners
888, 905, 917-920, 924, 943
Foreign languages, study of 872
Foreign manœuvres, attendance at 957, 1486
Foreign medals and orders 1005-1007
Foreman of works, military, removal from appointment ... 275
Forges, inspection of 103
Forms, Army—
indents for A.F. B 108 410
periodical returns ... ... App. XX
Fortifications, responsibility for ... ... App. III
France, permits to visit certain zones 1484
Fraud—
charge submitted to judge advocate-general before trial ... 630
charges involving 622
Freight-ship, Troop [*see* **Ships.**]—
Fuel and Light—
indents, correspondence, &c., regarding 1573
responsibility for provision 133
Funds—
audit of 75
band, contributions to 1366
charitable, when allowed 1555
delegation of powers of officers i/c administration ... App. IV
duties connected with ... ... App. III
G.O.C., at disposal of, for extra regulation expenditure ... 48
postal charges, for 1550
public, responsibility for 84, 124, 1187-1192

Governor of Dominion, Colony, &c.—*continued.* Para,
personal staff of, appointments to 159, 161
,, ,, liable to serve on courts-martial 178
,, ,, power of command 178
position and powers of 27–33
reports on military matters 32
returns to be furnished by O.C. to 29
salutes and honours to 888, 892
,, artillery, sanctioned by 926, 927
,, ,, to 920
,, by guards, to 907, 908, 910, 912
sentries over, salutes by 912
Gratuity—
retirement with, settlement of claims 220
Graves registration in war ... ... App. III
Greatcoats, wearing of 954, 964, 966, 971
Great War—
disability pensions 353
Grenades—
provision, inspection, storage, &c. ... ... App. III
Grievances, redress of 100, 508
Groceries, supply of 1412
Grooms—
employment of, and numbers allowed 1537, 1539
instruction of sons of soldiers as 1419
payments to 1544
Guard, Commander of—
charge of keys of guard detention room 539
duties in connection with charge report 536
handing over stores, &c. 1237
sentries to be visited by 1228
Guard detention rooms—
keys, charge of 539
used for temporary confinement 539, 707
Guard reports—
conduct sheets, compared with periodically 1628
copies of records produced before court-martial 649
entry of charge, &c., in 536, 544
preservation of 1628
rendering of, by commander of guard 1233
Guards—
ammunition for 979
clothing not to be taken off 1227
coffee, hot, for 1231
colours, when to carry 885, 905, 906
commanders of, duties 1226–1237
dismissal, procedure 1235
duty, when counting as a tour of 1210
extra, as punishment 560
field officer, visit and report 1219
fire, &c., alarm of, to turn out 1230
hospitals, for 1342
inspection of, at reveille, retreat, and tattoo 1229
,, before going on duty and on return ... 1225, 1226
,, on dismounting 1235
instructions as to 1224–1237
mounting, hour for 1225

Funds—*continued.* Para.
regimental, C.O. responsible for 75, 77
,, quartermaster, &c., not to have custody of ... 1192
,, questions affecting the War Office, responsibility for ... ... App. III
workshops 1428, 1429
Funerals—
civil functionaries, salutes at 921, 942
departmental officers 939
escorts, and attendants at 936, 940, 941
foreigners, salutes at 943
gun-carriages, when supplied for 934, 935
military, instructions as to ... ... 934–941, App. XXI
minute guns 936, 937, 941
,, at civil funerals 942
officers not entitled to military 934
pall, by whom to be borne at 938
salutes, artillery 921
,, officers, soldiers and colours passing 897
,, table of 936
staff officers 939
wearing of mourning bands 955
Furlough. [*See also* **Pass.**]—
abroad 1505–1510
,, officer i/c records if C.O. of men from 1502
,, on return from 1515
,, permission to go 1509
,, return passage money to be deposited 1506
address of men on 1507, 1508
arms and accoutrements not taken 967, 1509
bonus in lieu of 1516
commencement and termination of 1505
conditions of 1502, 1506
discharge or transfer to reserve, prior to ... 343, 355, 1516
,, through sickness while on 1519, 1520
dress while on 966
extension of, through sickness 1518, 1519
form for 1503
general instructions 1502–1512
grant of, when withheld 1510
India, from, pay while on 1508
misdemeanours on, to be reported 946
notice to railway, &c., companies in case of parties ... 1024
overstaying 1505
pay while on, from abroad 1508
plain clothes, permission to wear 948, 1503
recruits, when granted 1506, 1516
rejoining, men unable for want of money 1511
,, on Army Reserve being called out ... 1502, 1507
return from, duties, &c., not to be made up on 1512
season 1504
sick, conditions of granting 1521
,, while on, beyond three months 1519
,, ,, extension of 1518, 1519
,, ,, medical attendance 1517
special, conditions of grant 1513–1516
,, during non-furlough season 1504
,, for acts of gallantry, &c. 1514
transfer to home establishment while on 1508

Hospitals— Para.
animals prohibited 1294
articles sent with sick to 1347
attendants, &c. 1348
boards or courts of inquiry in 735
chaplain, to attend sick in 1535
conduct sheet, entries in, of cases of alcoholism ... 1630, 1634
construction and maintenance ... ... App. III
duties in relation to the sick and to hospitals 118, 134, 1342–1352
families of soldiers, certificate for admission 1351
guards, when furnished over 1342
inspection of, medical officer attends 1267
,, room in barracks 1345
invaliding of soldiers in 378–385
mental, discharge of soldier sent to 385
Netley (q.v.).
offences by patients in 1350
,, ,, soldiers employed in 1349
offences necessitating admission to 570, 571
officers, regimental, to visit men in 1343
,, staff, senior, detained in 1488
orderly for Military Families' Hospital 1352
patients employed on light duties 1348
pay, forfeiture of, by men in, through an offence 570
return of number sick sent by C.O. to medical officer of ... 1344
sick reports to accompany men 1347
Household troops—
Army numbers allotted to ... ... App. XVIII
command of, when serving together or with other troops 184, 185
officers of, power of command 173
precedence of regiments of 873
Humane Society, Royal, medals 1005, 1006
Hygiene—
instruction of all ranks in 776
services, responsibility for questions on ... ... App. III
Hygiene, Army School of—
administration, general instructions 829
confidential reports on officers of ... ... App. XXIII
Hymn Books, supply of, to churches, &c. 1536

I

Identification of offenders 541, 591
Identity Certificate—
improperly parting with 484
not to be pledged for debt 454
reservist, issued to 358
,, returned by, on discharge 492, 493
Identity Discs, disposal of, on transfer to reserve ... 365, 366
Ignominy, discharge with. [*See* "Discharge."]
Imprest holder, quartermaster not to perform duties of ... 1192
Imprisonment—
commuted to detention 652
conduct sheets, entry of award in 1630
disposal of soldiers under sentence of 680
exemption from duty on day of release from 708
expiration of, no escort necessary 713
,, ,, rule for calculating date of 714

Guards—*continued*. Para.
number of 1224
officers, young, to be placed as supernumeraries on ... 1236
police to be used where possible 1224
quitting posts forbidden 1228
relief 1231
,, inspection on 1226
report by commander of 1233, 1235
rounds, visiting sentries 1228
salutes, armed corps and armed parties 909
,, bugle and drum 910
,, colours 888
,, commanding officers 908
,, forbidden between retreat and reveille 909
,, general officers in uniform 908
,, governors 907, 908
,, officers not entitled to 910
,, ,, of other branches or services 913
,, rear of, officers passing in 911
,, relief, officers passing during 911
,, Royal Family, mounted over 907
,, viceroy, mounted over 907
sentries (q.v.).
stable, mounting with or without arms 1232
standards or guidons, when to be carried 883
standing orders to be read 1226
stores and furniture, charge of 1237
turning out at reveille, retreat, and tattoo 1229
,, on alarm of fire, &c. 1230
,, on approach of armed parties 909
,, to officers, &c. 907–911
War Department Constabulary to be substituted for ... 1224

Guards, Brigade of. [*See* **Foot Guards.**]

Guards of honour—
composition of, and when detailed 905, 906
salutes by... ... ... 888, 905–907

Guernsey. [*See* **Channel Islands.**]

Guidons. [*See* **Standards.**]

Gun-carriages, when supplied for funerals 935

Gunnery—
g. after name in Army List 821
instructors in 821
,, assistant, appointment, promotion, &c. 766, 821
staff course, certificate for instructors in gunnery 821
,, ,, duration 821
,, ,, general instructions 821–822
,, ,, list of selected officers 822
,, ,, permanent staff, T.A. 332
,, ,, report on officers attending 821

Guns—
care and preservation 54
entrainment 1060, 1062, 1069–1072
explosion during firing of 740
movement of, notice to railway, &c., company 1024
provision, inspection, &c., responsibility for ... App. III

Gymnastics. [*See* **Physical Training.**]

Invalids—
abroad, from, disposal of on arrival home ... ... Para, 1181
discharge of, special instructions 370
documents, disposal of 353, 378–381
hospitals, soldier in to be invalided 378–384
instructions as to invaliding 378–385
medical examination 352, 379–381
payments to soldiers invalided 356, 378, 384
routes for 1037
Inventions—
duties connected with, responsibility .... App. III
patents for, regulations as to ... ... 1556, App. XIX
trial of, not to be made without War Office authority ... 1557
Inventories in barracks 1279, 1283
Iraq, service in and embarkation, periods 1084
Ireland—
cross-channel routes 1074
importation of animals into 1019
legal advice in ... ... App. VIII
marriages of soldiers stationed in 1646
Northern Ireland District—
aid to civil power, authorities entitled to requisition troops, &c. 1239, 1240
an independent district 20
G.O.C., command and training of troops by 22, 26
,, exercise of powers of G.O.C.-in-C. 19
horses with infectious diseases 1453

J

Jamaica—
O.C., exercise of powers of G.O.C.-in-C. 19
tours of service in 1085
Jersey. [*See* **Channel Islands.**]
Judge Advocate-General—
charges of fraud submitted to before trial 630
proceedings of courts-martial sent to... ... ... 663, 665–667

K

King, The—
birthday, trooping of the colour 889
confirmation of sentences by 667
guards mounted over 905, 907
honours to be paid by the troops to ... 885, 888–889, 905, 907
royal salutes to 888, 889, 917
staff appointments, approval of 105
King's African Rifles, course at Senior Officers' School ... 834
King's Body Guard, appointment to ... ... 159, App. XVII
Kitchens, inspected daily by orderly officer 1413
Kits—
disposal of, soldier sentenced, &c. 1202–1204
free, obtained fraudently 455, 624
hospitals, men sent to 1347
inspection of 85
spare field, on line of march 974
Kneller Hall. [*See* **Music, Royal Military School of.**]

Imprisonment—*continued.* Para.
forms of commitment, &c. 674, 681
limit to 653
not to be awarded to soldier who is to rejoin corps ... 652
penal servitude in lieu of 653
periods of 652
release from, transfer to unit 687
remission of 687, 704
sentences abroad 656, 683–687
,, of court-martial 652
,, where served 683–686, 715
terms of, how awarded 654
Indecency, charge to be submitted to judge-advocate-general before trial 630
India—
adjutant, qualifying courses at machine gun school in ... 154
aide-de-camp in, appointment as 160
army in, government of 8
,, ,, responsibility of commander-in-chief 8
board to test R.E. officers for appointment as C.R.E. App. XXII
Cavalry School, qualification at 817
command, exercise of powers of, in 19
examination of officers for promotion... 861
furlough from 1506, 1508
leave, commencement of 1471
letters to military authorities in, address on... 1569
Senior Officers' School, attendance at... 835
service in, and embarkation, periods... ... ... 1084, 1085
,, ,, reckoning of 1622–1624
staff, appointments relinquished on returning from ... 108
,, ,, to 105
Staff College (q.v.).
supreme military authority in 8
transfers in 302
India Unattached List—
continuance in service beyond 21 years 242
documents of men transferred to 1639
employment of soldiers on 291
extension of service of soldier on 229
reckoning of service 1624
re-engagement of soldier serving on 235
Indian Army—
attachment to regular units at home 791
attendance at schools and classes 791
examination of officers for promotion ... ... 860, App. X
officers, admission to staff college 794, 797
,, exercise of command 172
,, power of command 173, 175
,, summary punishment of 556
warrant officer, declaration of willingness to serve in ... 263
Indian Army Ordnance Corps—
officers of, ineligible for presidency of court-martial ... 187
,, ,, power of command 174
Indian Marine, Royal, salutes, &c., to officers of ... 901, 913
Indian Medical Service—
officers ineligible for presidency of court-martial 187
officers, powers of command 174

Leave of absence—*continued.* Para.
sick medical board and medical certificate 1475, 1488, 1489, 1493, 1498, 1499
,, promotion or transfer during 1476
,, report before expiration of 1489
special 1474, 1501
Staff College, for study at, not granted 1481
,, officers, provision for performance of duties 1480
,, service, completion of 108
transfer, cancelled by 1476
,, granted on 205
veterinary officer, to attend courses 1491
War Office, application to, forbidden... ... ... 1478, 1500
West Coast of Africa, special leave for officers serving on 1501
Legal business, responsibility for ... ... App. III
Legal proceedings—
deserters, &c., in Scotland 614
instructions regarding ... ... 531, App. VIII
officers unable to meet engagements 514
Letter carriers not to be detained in barracks 1549
Letters—
containing medals, registering of 987
notifying casualties to next-of-kin 1592
official, addresses on 1569
,, civilians, to 1566
,, copies to be filed 1604
,, enclosures 1564
,, minutes on 1566
,, mode of writing 1564
,, opened by an officer 1563
,, register of letters received, to be kept 1604
,, signature of 1564, 1570, 1571
,, transmission of... 1562
private, not to be enclosed in official covers... 1575
registered 1550, 1551
secret or confidential, &c. 1576–1583
soldiers, delivery of 1548
,, distribution of, in barracks 1546
,, orderly calling for, at post office 1550
,, stamps, when not obtainable 1549
,, to, direction on envelope 1547
Lévees, regulations regarding ... ... App. VI
Libraries—
confidential documents, &c., sent to 847, 1582, 1583
garrison and station, management 1558
reference and officers' mess 116, 846–849
Lieutenant—
examination for promotion ... ... 850, 851, 856, App. X
posting on promotion to... 193
Lieutenant-Colonel, duties, exemptions while in garrison ... 1214
Lifeboat Institution, Royal National, wearing of medal 1005, 1006
Life Certificate—
reservist, failure to send in 460,461
,, improperly parting with 484
,, issued to 358
,, not to be pledged for debt 454
,, returned by, on discharge 492, 493

Inspections—*continued.* Para.
establishments under War Office control 89
field, in the 94
forage in garrison stores 1464, 1465
grievances may be ventilated at 100
guards and armed parties 1225, 1226, 1235
inspecting officer as to defects, &c., orders by 101
instructions, general, as to 87–91
kit 85
local arrangements not to be interfered with 102
method of... 88
officers and N.C.Os., testing efficiency of 95
orderly accompanying officer 96
parade at, all officers and men to attend 97
programme of, and reports by inspectors 14
quarters, in 94
reports, brigade commander's 99
,, Director-General Army Veterinary Services ... 103
,, general instructions as to 78, 91, 98–103
ships 1087, 1088
stables, not on Sundays 85
staff officer to accompany inspecting officer 96
subjects of 94
Sunday, not to be held on 85
supplies, by officers 73
technical assistance for inspecting officers 89
unit arriving in new command or moving 87
,, efficiency, &c., of 94, 95
,, instructions as to 94–103
veterinary 103

Inspectors—
administrative services 16–18
duties of 13
list of 12
programmes of inspection 14
reports by 15
salutes to 888

Institutes, regimental—
deficiencies, &c. 738
funds, audit of 75
,, quartermaster, &c., not to have charge of 1192
management of 1558
publication of quarterly balance sheet 76

Insubordination, private soldier, procedure 534

Insurance—
property of officers' messes 1385
,, serjeants' messes 1
unemployment, on discharge, &c. ... ...

Intelligence duties—
C.I.G.S's. responsibility ... ... A
supervised by general staff branch 115

Interchanges—
officers ... ...
soldiers ... ...

Interpreters, qualification as ... ...

Interviews with officials at the War Office ... ...

Para.

Madeira, sick leave at, counting as service on West Coast of Africa 1501
Magazines, explosion in, report of 740
Magistrates [*See also* **Civil Power**]—
duties of, in cases of military suppression of civil disorder 1239–1256
G.O.C.-in-C. to maintain friendly intercourse with... ... 43
headdress of soldiers before, in civil court 507
Majors—
command of companies and squadrons 83
confidential reports on ... ... App. XXIII
duties of, in garrison 1215
examination for promotion up to rank of ... ... App. X
,, of, for promotion to lieutenant-colonel App. X
Malaya—
G.O.C., exercise of powers of G.O.C.-in-C. 19
service in and embarkation, periods 1084, 1085
Malta—
artillery officers, rank and precedence 170
,, precedence of regiment 875
,, Reserve [*see under* **Reserve, Army**].
defence scheme for 34
Governor and C.-in-C., powers of G.O.C.-in-C. 19
Militia, adjutant, predecence of 171
,, officers, rank and precedence 170
,, precedence in Army 875
Regiment, King's Own, grant of permanent commissions in Regular Army to officers of 143
tours of service in 1085
Maneges, responsibility for repair, &c. 1266
Manorial rights, not to be interfered with 43
Manœuvres—
distribution of staff duties for 112
foreign, attendance at 957, 1486
power of G.O.C.-in-C. Aldershot Command to arrange ... 41
Salisbury Plain, facilities for Aldershot Command troops... 41
supervised by general staff 116
Manuals—
omissions, &c., notification by inspectors 13
to be in the possession of officers, &c. ... 1597, App. XXIV
Manure, sale of, &c.... ... ... 1188, 1554
Map Reading and Field Sketching, Manual of... 770, App. XXIV
Maps, secret, confidential or for official use only 1576–1583
Marches—
billeting arrangements 1053
compliments by armed parties during 898
mounted units, provision for medical and veterinary officers 1050
recruiting during... 1049
routes, when employed 1017, 1053
states, when furnished 1036
tolls, exemption from 1051
Marching order, dress for 964, 971
Marines, Royal—
courts-martial on personnel of... 673
improper enlistment from 598, 599
officers of, admission to Artillery College 807
,, ,, Staff College 794

Matériel—
artillery, responsibility of O.C. R.A. ... ... Para. 54
engineer ,, ,, C.E. 65
war, list of changes in, to be kept in guard books 1603
Matron, promotion to ... ... 869, App. XI
Mauritius—
O.C., exercise of powers of G.O.C.-in-C. 19
service in and embarkation, periods 1084, 1085
Meals—
inspection of 1413
provision of, responsibility for 1412
working parties 1264
Mechanical Warfare Board—
administration of ... ... App. III
Mechanist—
military, removal from appointment 275
officers, temporary commissions as, on mobilization App. XVI
Medals—
absentees, of 991
active service, custody during 988
Albert 1005, 1006
Board of Trade 1005, 1006
custody of 988, 989, 992
disposal of, individuals transferred 986
Distinguished Conduct 995
documents, entries in 993
duties connected with, responsibility for ... 117, App. III
Edward 1005, 1006
foreign, acceptance of 1006
,, replacement of 1007
,, wearing of 1005, 1007
forfeiture 993, 996, 1012–1014
gallant conduct, pension 997
Good Conduct, disqualification 999
,, ,, general instructions 998–1004
,, ,, presented on parade 1004
grant of, to be recorded 993
Humane Society's 1005, 1006
issue of 985
kit inspection, to be shown at 1010
letters containing, to be registered 987
lost 1008–1011
lunatic soldier 1015
Meritorious Service, and annuity 997
Military Medal 995
National Lifeboat Institution 1005, 1006
non-military, acceptance and wearing of 1005, 1006
notification in Army Orders 985
officers, deceased 1016
Order of St. John of Jerusalem 1005, 1006
receipts for 987, 992
replacement 1008–1011
restoration of forfeited 993, 1012–1014
reservists rejoining colours 988
ribbon, wearing of 994
rolls, preparation of 985
service towards 997, 998, 1003
soldiers, deceased 1016
,, discharged as lunatics 1015

Light Gun— Para.
qualifying courses for adjutants in 154
,, ,, ,, permanent staff, T.A. 332
,, ,, ,, soldiers appointed to depots... ... 321
Lights—
electric 761, 818
"Lights out," sounding of 1218
responsibility of C.E. 65
Liquidation, officers in 514
Liquor, intoxicating—
forbidden in barracks, with certain exceptions 528
,, on ships 1137
Local commanders, duties in connection with services and departments... 132
Lodging List, officers 1318–1321
London—
escort arriving in or passing through 709, 710
soldiers, escorts, &c., detained in, to report themselves ... 1022
London District—
an independent district... 20
G.O.C., command and training of troops by 22
,, exercise of powers of G.O.C.-in-C. 19, 46
London Gazette—
copies to G.Os.C.-in-C.... 141
notices in ... ... 141, 216, App. VI
London Regiment, when considered a corps 1610
Lord Lieutenant, at military funerals ... ... App. XXI
Losses—
barrack 1267–1269, 1271
clothing, &c., by neglect 625–629
investigation by court of inquiry and procedure ... 737–739
powers in relation to ... ... 126, 127, App. IV
writing off, of 124, 126
Lunatic soldiers—
abroad, from, disposal of 1181
chargeable outside United Kingdom 390
civil mental hospitals, discharge when admitted to ... 385
,, ,, removal to 388, 389
conducting party for 391
dangerous, disposal of 389
harmless, discharge of 388
medals of 1015
medical examination, date of 389
parish or union, handed over to 388
property of, record of and disposal 1204
report to next of kin 1592
Lunatic women from abroad, disposal of... 1181
Luncheon parties at races, &c., charges for 1406

M

Machine Gun—
course in, before appointment to depot 321
provision, inspection, storage, &c. ... ... App. III
proficiency pay for qualification in 746
training in, inspection 91
Machine Gun School—
permanent staff of T.A., &c., proportion to be qualified at... 332
qualifying courses for adjutant... 154

Marines, Royal—*continued.* Para.
officers of, rank with officers of Army 878
,, employment on staff service 106
,, exercise of command 172
,, salutes and compliments to 901, 913
precedence on parade with Army 875
soldier reckoning former service in 248
transfers to and from 302
Marriage—
allowance roll, divorce or separation 314
,, ,, eligibility 307, 372
,, ,, officer i/c records to be notified of names ... 310
,, ,, quarters 1336
,, ,, regulations 306
,, ,, restoration to 313
,, ,, wife's misconduct 313
banns and notices 1646
certificate of 1647, 1652
chaplain's record of, abroad 1653
entered in attestation 1647
fines on, by messes, prohibited... 1406
Ireland, soldier stationed in 1646
legal performance necessary 1646
mis-statement as to, on enlistment 370, 372
notification of 1646, 1652
registration of, abroad 1652, 1653
,, ,, at home 1646
soldiers ineligible for marriage allowance need not report 1645
,, record of 1645, 1647, 1652, 1653
Married—
officers at depot, number allowed 198
,, mess subscription 1397
quarters, medical inspection of, monthly 1287
quarters roll, divorce or separation 313, 314
,, ,, eligibility 307
,, ,, embarkation of soldiers on 1149
,, ,, ,, ,, wives not on 1152
,, ,, officers i/c records to be notified of names and vacancies 310
,, ,, order of names and conditions... 309
,, ,, quarters 1330–1335
,, ,, regulations 306
,, ,, removal from 313, 314
,, ,, restoration 313, 314
,, ,, selection to fill vacancies 308
,, ,, sleeping out of barracks 311, 312
,, ,, widower 311
,, ,, wife of soldier on, deprived of benefits through misconduct 313
soldiers, certificate on admission of families to hospital ... 1351
,, return of, whose families are sent home 1163
,, wife desertion, discharge for... 370
Master General of the Ordnance—
Army Council, member of 9
branch of the staff of the Army 104
duties of ... ... App. I, III
Matches—
forbidden in forage stores 1467
,, on board ship 1138

Mess, serjeants'—*continued.*
formation and conduct of ... ... Para. 1408
garrison 1410
president, certain ranks not to act as... 1411
rules for 1410
supervision of 1408
Mess, soldiers'—
contracts, conditions of, to be hung up in stores 1414
cooks 1415–1417
orderly officer to visit 1413
responsibility for and inspection 84, 1412–1414
supply, system of 1412
Messing—
questions affecting the War Office, responsibility... App. III
Methylated spirit forbidden on ships 1138
Military Academy, Royal—
admission to, &c. 143, 793
cadets not liable for service in Army... 1
Military College, Royal—
admission to, &c. 143, 793
band of, army numbers allotted to ... ... App. XVIII
cadets not liable for service in Army 1
Military convict—
abroad, arrival from, disposal on 1181
civil prison, while in, under control of Home Office ... 679
disposal of, powers of authorities 675
forms of commitment, &c. 674, 676–678
private property of 1202
release of 679
sentenced abroad, commitment to prison in Great Britain 677, 684
,, ,, custody, intermediate 678
,, ,, disposal on arrival home... ... 679, 1181
,, at home, commitment to prison 676
ship, while on board, retention in custody 697
Military custody—
definition 533
delivery into, from prison, &c. 691, 693
deserter or absentee 586, 588, 589, 591
immediate investigation necessary 537
intermediate, abroad 678
not for same offence on discharge from prison, &c.... ... 705
officer, warrant officer or N.C.O., power of 534
private soldiers 539
release from, pending promulgation of sentence 719
removal from, when permissible 692
retention in, on board ship 697
,, ,, when case not proceeded with 537
soldier remanded for trial, &c. 718
Military Engineering—
School of Military Engineering, administration, functions of 831
Military history sheet, entries in 1622–1625
Military information, communication or publication of 521–523
Military Knights of Windsor, appointment as... ... App. XVII
Military Law, Manual of, to be in the possession of officers, &c. App. XXIV
Military Medal 995

Movement of troops—*continued.* Para.
authority required for individual journeys 1026
billeting, when no barracks available 1052, 1053
cross-channel routes 1074
delegation of power to order journeys 1027
detached parties to be provided with money 1165
dismounted troops 1018
duties connected with, responsibility for ... ... 118, App.III
duty state to G.O.C.-in-C. new district on 1020
home, at, during peace 1017–1082
homeward passages 1160–1186
marching states 1036
mobilization, on 114
mounted units and detachments 1017
notice of, to officer i/c supplies 1020
,, R.E. officer and officer i/c barracks 1281
outward passages 1147–1159
railway and steamship companies to have notice 1024
reports to War Office *1036*
sea, by whom made 1086
,, conveyance in Great Britain, when resorted to ... 1018
table of postings, dates, &c. 1587
temporary duty, officers, &c., to be attached during ... 1023
to be reported on completion 1033, 1036
units moving between commands 1020
warning to authorities at home of troops, &c., arriving from abroad 1171–1176
Mules—
purchase of 1437
shoeing of... 1462
Music, Directors of—
confidential reports on ... ... App. XXIII
Music, Royal Military School of. [*See also* Bandmasters, Bandsmen.]—
admission of bandsmen to, training for 1372
candidates' battalion to be specified by C.O. 1375
commandant, return of men instructed by bandmaster sent to 1373
confidential reports on staff ... ... App. XXIII
instruments obtained through 1376
"Kneller Hall" pitch 1376
objects of 836
Musicians, boys enlisted as 249, 250, 252, 254
Musketry—
inspection of units in 91
regulations, officers to have books of ... ... 1597, App. XXIV
Musketry, School of—
qualification at before appointment to permanent staff of T.A., &c. 332
Mutiny, penalties for 509

N

Names of soldiers, change of in records 1612
National anthem—
how rendered 1364
foreign, to be in the possession of bands 1364
when to be played at salutes 888–890

Mess, officers'—*continued.* Para.
coach, regimental, prohibited 1406
C.O., change of, certificate of solvency 1391
,, regulates contributions and subscriptions 1401
,, responsibility 1377
conduct of, brigade commander to investigate 1392
contributions, on appointment 1393, 1394
,, promotion, exchange, &c., on ... 1395, 1396
,, rates of 1393–1396
depots, officers attached to 1399
detachment, division of fund, plate, &c., for 1389
dining members 1381
discipline maintained at 1390
dress, order of 958, 964, 1381
entertainments, arrival or departure of regiments 1407
,, contributions towards cost 1404, 1406
,, private friends 1405
,, race meetings, &c., luncheons 1406
,, sanction for 1404, 1406
,, written consent to share in 1404
expenses, incidental, monthly charge for 1402
fines prohibited 1406
fund, undue accumulation 1401
garrison, &c. 1378
headquarters 1394, 1395, 1398
honorary membership of 1407
household troops, regulations not applicable to ... 1393–1407
infantry 1393
insurance of property against loss by fire, &c. 1385
King's health may be drunk in water, &c. 1387
libraries 846, 848, 849
management of, C.O. superintends 1377
married officers 1381, 1397
membership 1377, 1381
mess-man, cashing cheques 1384
,, debts incurred by 1382
,, N.C.O. acting as 1382, 1383
mess meetings 1388
plate, presents of, from officers forbidden 1386
presents to 1379
prohibitions 1406
regulations, infractions of, to be reported by brigade commander 1392
R. Tank Corps 1393
school of instruction, attending 1399
seconded officer, &c. 1393
solvency certificate on change of command or station ... 1391
station 1379
subscriptions, annual 1397, 1398
,, exchange, promotion, &c., on 1400
,, incidental expenses 1402
,, married officers 1397
,, officers absent through sickness 1403
,, ,, attached to other units 1399
,, rates fixed by O.C. 1401
Mess, serjeants'—
accounts submitted for audit 75, 1410
artillery, to be managed as "station" messes 1409
entertainments 1410

Non-commissioned officers—*continued.* Para.
promotion, to and among (table) 266
,, to commission 144–146
punishments, summary or minor, liability to ... 558, 559
quarters for 1330–1341
ranks of 255
receiving soldiers after release from imprisonment, &c. ... 713
reduction of 274–276
,, on conviction by civil power 573
removal from appointment 273–275
reposting of 304, 305
reprimand of 558
reproof of, in public 506
resignation of and reversion to previous rank 272
resisting authority of 534
salutes, &c., paid by 901
subordinates, treatment of, by 505
temporary duty, attachment to troops 1023
transfer of 295
working parties 1261
Northern Ireland. [*See* **Ireland.**]
Numbering—
horses 1438
soldiers ... ... 1610, 1611, App. XVIII
Nurses, travelling, authority for 1025, 1026
Nursing Service ... ... 869, 1181, App. XXIII

O

Offences. [*See also* **Charges.**]—
first, treatment of 504, 547
grave, reference to superior authority 547
hospital, involving admission to 570, 571
,, while in 1350
identification of offender 541
investigation, further offences discovered during 553
,, of, soldier deprived of cap, &c., during ... 543
list of, with punishments 652
minor, omitted on trial by court-martial 632
,, record of, produced before court-martial 649
prevalence of, notified in local orders 652
soldier under sentence 554
superiors, against 619
Officer i/c Administration—
absence of, no deputy 119
channels of communication ... ... App. II
duties of ... ... 113, 114, 119–129, App. XV
estimates, preparation of 123
financial powers of 122–124
,, ,, delegation of ... ... 122, App. IV
G.O.C. acting as 39
heads of services and departments, direct dealing with ... 120
intervention of O.C. troops at station 25
losses, &c., authority in respect of 124, 126–128, App. IV
mobilization, duty regarding 114, 125
orders, signing of 113
recruiting, supervision of 125

Officers—*continued.*
Para.
correspondence, responsibility as to 1560–1563
court-martial, attendance at, for instruction 638
,, cannot demand when under arrest 538
,, convening by general officer 617
,, member of, not nominated until competent 638
,, on, record of 1629
,, prosecutor at 639
death of, report and procedure on 1590–1593
defendants in proceedings under ordinary law 531, App. VIII
deficient in knowledge of duties 80
depots, tours of service at 196–200
directorship or agency, not to hold 516
disputes, prevention of 70
drafts, proceeding with, instructions to 1156
dress (q.v.).
duties, exchange of 1211
education of, supervised by general staff branch 115
efficiency, report on, by C.O. 80
,, to be tested at inspections 95
embarkation in uniform 1096
equitation register 1607
examination, preparation for by C.O. 78
,, of, for promotion 850–868
,, syllabus of ... ... App. X
exchanges 201–208
extra-regimentally employed, command, &c., by 178
extravagance, O.C. to discountenance 70
foreign courts, presentation at 904
,, languages, courses in 872
field (q.v.).
gambling, O.C. to discountenance 70
general (q.v.).
grievances ventilated at inspections 100
half-pay 147
health of the troops to be preserved by 71
horse furniture for 965
influence from outside, forbidden 512
inoculation before proceeding overseas 1153
inspection of daily issues 73
instruction of, responsibility for 78, 79
interchanges 195
interviews with officials 512
joining corps on appointment, date of 147
,, on exchange or transfer 205
,, or station, report on 142
journeys, responsible for refreshments on 1064
junior, confidential reports on 214
,, placed as supernumeraries on guard 1236
leave (q.v.).
levées, attendance at, rules for ... ... App. VI
married, at depots 198
mechanist, temporary commissions as, on mobilization App. XVI
mess (q.v.).
,, libraries 846, 848
military information, communication or publication of, forbidden 521, 522
misconduct, retirement for 218
missing on active service 1594

Naval officers— Para.
advice on defence schemes abroad 35
guard of honour, when detailed 906
salutes to 900, 901, 913, 920, 922, 923
visits of ceremony between military officers and 902
N.A.A.F.I.—
questions in connection with, responsibility ... App. III
rebate 76
Navy, Royal—
co-operation with 90
improper enlistment from 598, 599
relative ranks of army and air force 877–879
soldier reckoning former service in 248
Necessaries—
deficiencies in, responsibility for 56
made away with, &c. 625–629
reservists on mobilization 81
responsibility for provision of 84, 136
Netley. [*See also* **Hospitals.**]—
invalids from abroad, discharge of 1181
,, ,, ,, sent to 1181
lunatics, sent to 1181
Newspapers, regimental, copies to British Museum and War Office Library 1643
Next-of-kin—
entries of, in A.B. 64. 1197
notification of casualties to 1591, 1592, 1594
order of 1016
Non-commissioned officers—
acting or lance appointment 268
,, reversion to permanent rank 559
applications from, how submitted 1574
appointments held by, classification 255
arrest (q.v.).
books to be in the possession of ... 1597, App. XXIV
command on parade, &c. 255
commissions as second-lieutenants 143
conduct sheets, entries in 1630–1637
conviction by civil court 573
,, ,, court-martial, &c. 1630
distinction of attending colours 269
employed under Colonial governments, conditions 290
examination for promotion 870, 871
gunnery courses 821
i/c detached parties 1054
individual, conveyance of baggage 1079
instructors, testing capacity as 95
lance ranks, appointment 268
misconduct of, officers to report 501
money, public, not given in charge of 1187
pay, forfeiture of 566
permanent staff, T.A., posting to 316, 317
,, ,, ,, reposting ... 318, 319
plain clothes, when worn 948
precedence of 259
promotion, certificates required 271, 870
,, educational, &c., qualifications for 271
,, examination for 870, 871
,, general instructions 260, 266–270

Officer i/c Administration—*continued.* Para.
responsibility to Army Council 124
War Office, direct communication with 121

Officer i/c Records—
administration, regimental or corps 63
appeal against decisions of 63
channels of communication ... ... App. II
confidential reports on ... ... App. XXIII
C.O. of army reservists 61
,, of men on furlough from abroad 1502
custody of wills 1198
duties of 59–64
in regard to permanent staff of Territorial Army ... 336, 337
military voters, duties in connection with 64
personnel, administration of 60
promotions authorized by 60
returns and reports to be furnished periodically by App. XX
soldiers on strength of unit abroad, command of 62
statistics of soldiers maintained by 1585

Officers—
abroad, arrival home, report and disposal 1180
,, on leave near military operations 1482
,, proceeding on termination of course 1148
,, register of marriages, &c. 1652
absent, how accounted for in monthly returns 1477
air, conveyance by 1075
applications from, how submitted 1574
appointments, promotions, &c. ... ... 141–169, App. III
arrest (q.v.).
arrival in United Kingdom, to report 1497
associations, &c., private, official assistance to 518
attending advanced class, Artillery College, certificates for App. XIII
,, entrance examination, Staff College, certificates for ... ... App. XII
baggage of individual, conveyance of 1079
bankrupt, &c. 514
barrack, district, channels of communication ... App. II
,, ,, financial authority ... ... App. IV
battalion, cannot be selected by 193
books to be kept by ... ... 1597, App. XXIV
cadets, inspection of, by 517
changes in regulations, &c., acquaintance with 74
character affected, retirement for 218
,, ,, returning home 1495
,, impugned 513
charge against, arrest of 534
,, ,, summary dealing with 546
class roll 1607
clothes, plain, when worn 948
colonial, precedence of 170
command, exercise of 172–181
,, power of in certain corps, &c. 173–177
,, of company, &c. 86
,, temporary, duties while in 77
commanding [*see* **Commanders, Commanding Officers.**]
compliments by guards to those in uniform only 910
conduct of, report by C.O. 80

Ordnance Factories—
administration of ... ... Para. App. III
Ordnances Services, Army—
administration of ... ... App. III
duties of inspector of 17
Organization—
general principles of 1–8
responsibility for duties connected with ... 117, App. I
staff of the Army 104
war, responsibility of C.I.G.S. ... ... App. III
Orphans, disposal of, arriving from abroad 1181
Overalls, when worn 964, 969
Over-issues, writing off ... ... App. IV
Overseas Defence Committee, defence schemes for places abroad examined by 35
Overseas forces, &c. (*See* **Colonial.**)

P

Palestine—
service in and embarkation, periods 1084
Parade grounds to be kept in order 1295
Parades—
attendance of all ranks at general's inspection 97
medals, good conduct, presented on 1004
salutes on 888, 889
Sundays, not to be held on 85
Parliament—
business connected with responsibility ... ... App. III
candidate for, definition 519
electors, registration of ... ... App. IX
money voted by, administration 124
Parole, given by governor of dominion, colony, &c. 28
Pass. [*See also* **Furlough.**]—
arms or accoutrements not taken on 967
dress, while on 966
how made out 1523
misdemeanours while on, to be reported 946
on transfer to reserve or discharge 357
period of 1525
permanent, for sleeping out of barracks 311, 312
plain clothes, permission to wear 948
regulations for issue of 1522–1525
types of 1522
Passages—
authority for, to be obtained 1086
homeward and between stations abroad 1160–1186
indulgence 1140–1144
officers, application for, to rejoin units abroad 1148
,, attending schools at home 787, 1148
,, returning from tour at depot... 198
outward 1083–1159
packet, baggage of individuals 1125
,, definition of 1086
,, invalided families 1162
,, responsibility for arranging 1086
soldiers, abroad, to or from, on discharge 386, 1149
,, and families travelling individually 1149
,, attending schools or courses at home ... 787, 1149

Officers—*continued.* Para.
money and stores, public, responsibility for 84
not to reprove warrant officers or N.C.Os. in public ... 506
parades, attendance at when on duty 1207
pay, mode of issue, &c. 141
political activities 517
posting of, not necessarily as in Gazette notices 141
,, to battalions, &c. 193
practical jokes, O.C. to check 70
precedence of, general rules 170, 171, 182–192
presentations, &c. to, not allowed 510
proficiency, report on by C.O. 80
,, standard of 86
promotion (q.v.).
publication of articles, &c. 522
qualifications for staff appointments 107
quartered near their troops when billeted 1053
quarters 1318–1326
quitting United Kingdom without permission, forbidden ... 1483
rank, general rules 170, 171, 182–192
,, when officers of Militia, T.A. or Supplementary Reserve 190
ranks, corresponding, army, navy and air force, &c. 875–880
recommendations not to be forwarded with applications to War Office 511
regimental, general responsibility, &c. 83–86
,, rank of 170
registration as parliamentary electors ... ... App. IX
relations with contractors, &c. 515
report, by C.O. 80
,, confidential ... ... 210–214, App. XX, XXIII
reposting of, after six years' service 194, 195
resigning, general instructions 216–221
,, notification in "London Gazette" 141
,, retention of rank after 189
responsibility of officers in general as regards discipline 501
retirement ... ... 141, 216–221, App. III
salutes, artillery to 920
,, by 900
,, to 907–913
schools (q.v.).
seconded, confidential report on ... ... App. XXIII
services, record of 1609
ships, duties, &c., on board, "arrival report book" ... 1096
,, ,, ,, available for duty 1111
,, ,, ,, detailing for 1111
shorthand, knowledge of 873
soldiers, treatment of, by 505
staff. [*See* **Staff.**]
subaltern 79, 86
summary punishment of 546, 555–557, 616, 1629
superintending sea transport 1086
superior, cases referred to, procedure 616, 617
,, definition of 617
,, offences against 619
,, to become acquainted with abilities of juniors ... 83
superiors, praise or censure of, forbidden 510
suspension from duty 513
temporary duty of more than seven days 1023

Pension—
additional for gallant conduct ... ... Para. 997
disability 352, 353, 383, 384
reckoning former service towards 248
,, qualifying service for 247, 248
Pensioner—
address of, application for 1596
paid pensioner recruiter 362
Permanent staff, Territorial Army. [*See* **Territorial Army.**]
Personal services—
questions relating to ... ... 117, App. III
Personnel—
alterations not to be embodied in defence schemes 34, 35, 37
duty of raising and organizing in peace ... ... App. III
responsibility for business relating to ... ... App. I
Physical training—
Army School of, Aldershot, adjutant's course at ... 151, 154
,, ,, ,, ,, objects of 824
displays of 520
gymnasia, inspector of, returns rendered by ... App. XX
inspection of unit 94
instructors, assistant, additional pay 765
,, ,, appointment 765
,, ,, numbers 762
,, maintenance of efficiency of 762
officers to be capable of instructing in 86
recruits 752, 753
staff, appointments to 763
,, probationary period before appointment 764
Pier dues, exemption from 1134
Pioneers, Infantry—
classification of men by trades 1426
employment, apportionment of money earned 1429
,, barrack repairs 1425
,, on private work 1427, 1429
,, qualifications for 1424
establishment and trades 1422
selection and training 1423
serjeant, appointment, rank, qualifications, &c 1422
workshops 1422–1429
,, deduction from payments for expenses of ... 1428
Piper—
boy enlisted for training as 249, 250, 252–254
serjeant, soldiers qualified as 1371
Piquets. [*See also* **Guards.**]—
disturbances, suppression of, how to be armed, &c. ... 1234
duty, reckoning as tour of 1210
extra, when awarded as punishment 560
mounting, hour of 1225
numbers to be as low as possible 1224
Pistols, regulations as to 952
Police—
civil, deserters and absentees, description of, sent to 581, 582
,, ,, ,, notification of, from 591–593
,, ,, ,, prosecution by 597
,, reservists excused training 434
garrison, composition and command of 729
,, to replace guards and piquets where possible ... 1224
regimental, duties, &c.... ... ... 731, 732

Orders—*continued.* Para.
preparation and signing of, by staff officers 113
promulgation of, regimentally... ... ... 74, 1602
regimental, charges for barrack damages published in ... 1269
,, general orders re-published in 74
,, notification of absentees in 583
,, officer while absent not to issue 77
,, publication of and filing 1602
soldiers, relating to, to be read and explained 1602
standing, issue of 74, 77, 1601, 1602
,, read to the guard 1226
to proceed abroad, officer to take copy with him ... 1134, 1155
unit, publication of 74
,, division into two parts 1606
Orders and decorations—
foreign 1005–1007
forfeiture and restoration 1012
loss and replacement 1008–1011
when worn 964
Ordnance Committee—
administration of ... ... App. III
Commandant, School of Artillery to keep in touch with... 90
Ordnance Corps, Royal Army—
armament artificer section 282, 289
armourer section 277–281
army numbers allotted to ... ... App. XVIII
A.D.O.S., returns, &c., rendered by... ... ... App. XX
books kept by ... ... 1597, 1598, App. XXIV, XXV
C.O.Os., D.A.Ds.O.S., &c., financial authority and powers in relation to losses ... ... App. IV
command of 137
correspondence relating to ordnance services ... 1572, 1573
depot (q.v.).
duties of 136
flag on W.D. vessels 930
Hilsea depot, command of 137
inspection of 17, 89, 102
O.C., powers of brigade commander 19
officers of, ineligible for presidency of court-martial ... 187
,, ,, power of command 174
orders relating to 1601, 1603
officers, confidential reports on ... ... App. XXIII
,, seniority of 188
,, servants allowed 1537
pennant may be flown at stations 914
precedence in Army 875
sections, designation of 1193
subjects of promotion examinations in ... ... App. X
temporary commissions in certain grades on mobilization App. XVI
transfer to and from 207, 296–303
Ordnance Corps, Royal Army, School of Instruction—
administration, functions, courses, &c. 808
"o" after name in Army List 810
ordnance officers course at 809
report on candidate 810
responsibility for administration ... ... App. III
Ordnance Depots, Central, officer empowered to write off deficiencies 126

Printing—
responsibility for ... ... Para. App. III
Prisoners of War—
court of inquiry on officers and soldiers 743
discipline of 180
responsibility for duties connected with ... ... App. III
Prisons—
civil, abroad, authorization 683
,, removal from one to another 702
,, soldier not sent to 682, 683
,, transfer home 684–686
arrival at, time for 680
commitment to 652, 679–683
discharge from 705, 708, 713
disembarked from transport with infectious disease on board 1184
documents, copies sent 689
medical certificate sent to 688
punishment in, entry of, in conduct sheets 1702
soldier in on, change of station of unit 691
warders who are reservists excused training 434
military, abroad, transfer home 684
arrival at, time for 680
commitment to 652, 680, 681
control, inspection and administration of 117, 715
covered conveyance when proceeding to ... 711, 712
discharge from 705, 708, 713
documents sent to 689
fitness for occupation 720
medical certificate sent to 688
punishment, entry of, in conduct sheets... ... 1630
release from, duty not performed on day of ... 708
,, ,, hours for 721
,, ,, orders for 705
removal from, when permitted 691–694
soldier in, on change of station of unit 691
transfer from one to another 702
Private soldier. [*See* Soldier.]
Probation, transfer to another unit on 296–299
Procession, order of, at military funerals ... ... App. XXI
Proficiency pay—
cessation, &c. 746
classification and re-classification 746
inspections as to standards for grant of 751
on transfer 749
qualifications necessary to obtain 744–749
returns 750
staff of military schools, &c. 749
withdrawal and restoration 748
Promotion—
accelerated 163, 164, 167, 168
applications, transmission of 261
brevet 169
by selection 162–166
certificate in lieu of examination for 853
certificates required for 852–855
confidential reports on fitness of officers for 211, 214
documents, disposal of, on 1630
examination for ... ... 78, 850–871, App. X

Punishments—*continued.*
Para.
minor, when to take effect 561
mitigation of, statements by accused 663, 671
not increased because offender elects trial by D.C.M. ... 652
provisions to be observed 561
remission of 652, 656
summary, officers and warrant officers 555–557
,, N.C.Os. 558, 559
,, powers of commanders 563–568
,, private soldiers 560, 561
system of, not to be varied by officer 562
under military law to be explained to recruits 509
Punishment drill, rules for 560, 561, 569

Q

Qualifying courses at Small Arms School, definition 154, App. X
Quartering—
of men 1194
responsibility for provision, &c., ... App. III
Quartermaster—
ammunition, issued by 978
books of ... ... App. XXV
cash duties not performed by, except as sub-accountant ... 1191
commission on mobilization as ... ... 146, App. XVI
funds, regimental, &c., when to have custody of 1191, 1192
imprest holder, duties of, not to be performed by 1192
office, training of subalterns in 86
promotion to, of warrant officer or N.C.O. 144–146
stores, responsibility for quantities 1190
temporary commissions as, on mobilization ... App. XVI
Quartermaster-General to the Forces—
Army Council, member of ... ... 9, App. III
arrangements for movements, embarkations, &c. 1086
branch of the staff of the Army 104
duties ... ... App. I, III
staff, duties of ... ... 118, App. III
standing orders, issue of 1601
Quarters—
accommodation, scale of 1317, 1324
allotment of ... ... 133, 1315–1341, App. IV
applications for, to whom made 1315
cleanliness of 84
correspondence, &c., regarding 1573
exemptions from, officers 1315, 1316, 1326
,, ,, warrant officers and N.C.Os. ... 1315, 1316
families returning from abroad 1170, 1173, 1175
instructors, Army Educational Corps 1328
London, parties proceeding through 710
men, arrangement in, by companies, &c. 1194
,, to be properly dressed before leaving 945
N.C.Os. and men 1330–1341
officers 1318–1326
,, absence, retention during 1325
,, attached for instruction 1319
,, servants 1323
,, unoccupied 1321, 1322

Police—*continued.* Para.
War Department Constabulary, duties, &c. 730
Police, Military, Corps of—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
transfers to and from 296–303
Police Gazette, notification in, of absentees, &c. 466, 468, 581, 584
Policy, questions affecting security of the Empire ... App. III
Political meetings, attendance at or participation in, forbidden 519
Pontoon wagons, loading on to railway trucks 1073
Ports, Defended—
command and training of troops in 54
defence schemes, preparation of 37
Ports, intermediate—
exchange of units 1113
indulgence passages from stations abroad 1140
Position finders—
provision, inspection, storage, &c. ... ... App. III
Postal Services—
responsibility for in war ... ... App. III
Posting—
documents, disposal of 1639
individual soldiers, date of and procedure 1587
infantry, not necessarily in accordance with *London Gazette* notice 141
officers, cross-posting between infantry battalions 201
,, re-posting after six years' service 194, 195
,, to battalions, &c. 193
recruits 755
reservists, competent military authority 436
soldiers, responsibility of officers i/c records 60
staff of Territorial Army or Supplementary Reserve 316, 317
Pouches—
collecting ammunition from, on board ship 1126
examined before issue of blank ammunition 980
Practical jokes, O.C. to check 70
Praise of superiors forbidden 510
Prayer-books, supply and distribution 1536
Precedence—
Army, colonel promoted from brevet-colonel, &c. 169
corps, &c., in Army 875, 876
colonies, in, military and naval commanders-in-chief ... 877
half-pay officer returning to full pay 170
officers, general rules 170, 171, 182–192
permanent, local and temporary rank 182, 183
warrant officers, N.C.Os. and men 256–259
,, ,, ,, on reduction 276
Presentation—
at foreign courts 904
at levées ... ... App. VI
Presents to officers from individuals or public bodies forbidden 510
Press—
communications to 522, 523
relations with, responsibility for ... ... App. III
Press correspondent, officer not to act as, without permission 1485
Prince of Wales—
artillery salutes to standard of 917
guards mounted over 905, 907
personal standard, when flown 914
salutes on parade 888

Rank—*continued.*
Para.
reduction in, of warrant officer or N.C.O. 274–276
relative, of officers of army, navy and air force ... 877–879
,, ,, of army audit staff 880
,, ,, of consular service 879
,, ,, of members of Q.A.I.M.N.S. 882
,, ,, of regular forces, Militia, Territorial Army, &c. 170
resignation, retention by officers after 189
,, warrant officers and N.C.Os. 272
reversion to permanent rank 273
soldiers, and corresponding appointments 255
Ranks—
boys passed for service in, on reaching 18 years 254
commissions from the 143–146
reduction to the 659
Rations—
bread and meat, inspection of 1414
iron, when carried 971
ship, on board, payment for, by indulgence passengers ... 1143
Re-appropriations 1302–1306
Reconnaissances—
instructions in 770
permission to prepare 771
Record offices—
base, duties in regard to casualties 1593
books to be kept by ... ... 1598, App. XXV
distribution list ... ... 59, App. XVIII
duties connected with, at the War Office ... ... App. III
Records, Officer i/c. [*See* Officer i/c Records.]
Records—
births, marriages, and deaths ... 1645, 1647–1650, 1652, 1653
cash transactions 1187
declaration of court of enquiry 1620
disposal of obsolete 1654
historical, of regiments, &c. 1640–1644
officers' and soldiers', maintenance of 1585
officers' services 1609
soldiers', responsibility for 59
,, services 657, 1610–1619
Recreation Grounds, repair of damage to 1272
Recreation Rooms. [*See* Institutes.]
Recruiting—
employment as paid pensioner recruiter, &c. 362
officers responsible for 58, 82, 117, 125
on the line of march 1049
routes for 1040
Recruits—
absconding en route to join, &c. 581, 582, 1639
dental inspection 1357
depot, training at 81
discharge, causes, authorization, &c. 370
furlough, conditions of granting 1506
medical inspection of 752, 753
physical training 752, 753
posting to units 755
training 754, 755
transfer of 302

Promotion—*continued.* Para.
fines on, levied by messes 1406
half-pay, on restoration from 170
joining unit on 205
leave of absence cancelled by 1476
N.C.Os. in excess of establishment 267
notification in *London Gazette* 141
officers extra-regimentally employed, return to regimental duty 163
,, passed over for 163, 166
of officers at Staff College 854
provisional 850–852
responsibility for ... ... App. III
rules for, officers 141, 162–169
,, soldiers 260–271
sister to matron, Q.A.I.M.N.S. ... ... 869, App. XI
soldiers, educational, &c. qualifications for 271
,, employed under colonial governments 290
,, on India Unattached List 291
,, responsibility of officers i/c records 60
staff appointments, failure to pass examination for promotion 107
standard of qualification ... ... App. X
supersession on failure to pass examinations ... 850, 857
,, when not recommended for 211
to commissions, of warrant officers and N.C.Os. ... 144–146
transfer, examination on 853
warrant officers, to Class I, of 261–265
,, ,, Class II, to 266, 267, 270
Property—
effects of sentimental value of deceased soldier 1203
Government, loss of, deduction from pay 560
,, ,, value to be stated in charge sheet ... 628
improper possession of comrade's 621
lunatic, record of and disposal 1204
of men under sentence, and deserters 1202
private, to be respected 43
stolen, restitution of 655
Prosecutor, appointment, duties, &c. 639, 645
Protecting certificate for unclaimed deserter 587, 588
Protectorate. [*See* **Colonies.**]
Provost-Marshal, appointment of, abroad 532
Provost-serjeant—
garrison, duties, &c. 729
regimental, duties, &c. 726, 731, 732
Provost Staff Corps, Military—
administration of ... ... App. III
army numbers allotted to ... ... App. XVIII
transfers to and from 296–303
Publication of articles, &c., in press 522
Punishments—
after admonition 504
commutation 652
confirming officer, powers of commutation, &c. 661
conduct sheets, regimental, entry in 1630, 1631, 1633
list of offences and 652
minor, N.C.O. 558, 559
,, not given with detention exceeding 7 days 561
,, private soldiers 560, 561

Para.

Reduction—
armament artificers 284
conduct sheet, entry in, of 1630
N.C.O. on conviction by civil power 573
,, precedence of, on 276
,, rank in lower grade 276, 318
warrant officer 273–276, 318

Re-engagement—
attestation, duplicate compared with original 1618
conditions of 222, 231–235
forfeiture of service for desertion, &c. 246
restoration of forfeited service 246
transfer on 302

Reference Libraries 846, 847

Refreshments for journeys, provision of 1064

Refuse from cooking, disposal of 1413

Regimental Associations 1555

Regimental depots. [*See* Depots.]

Regimental Magazines and Newspapers, copies to British Museum, &c. 1643

Regimental Funds—
charitable, allowed 1555
C.Os. responsibility in respect of 75, 77

Register—
candidates for appointment as quartermasters, &c., on mobilization ... ... App. XVI
certificates of education 1608
equitation 1607
letters received 1604
marriages, births, baptisms and deaths 1645–1653
military voters ... ... 64, App. IX

Registrars, reports to, of births, deaths, &c. 1646, 1651–1653

Regular Forces
attachment to, of colonial and Indian Forces 791
,, ,, T.A. and Supplementary Reserve ... 790
communication, channels of ... ... 5, App. II
distribution 5
form part of the Army 1
government and administration 6
India (q.v.).
personnel, duty of organizing in peace ... ... App. III
service, terms of 2
war and peace establishments 3, 4

Regulations—
candidates for commissions 143
expenditure in conformity with 84
list of books which officers, &c. are to possess 1598, App. XXV
officers to acquaint themselves with 74, 503
public discussion of, prohibited 522
responsibility for ... ... App. III

Reliefs—
stations abroad, periods for 1084

Religious—
books 1536
denominations, list of 1199
,, procedure for changing 1200
instruction 1535
ministrations 140
service, salutes not to be fired during 928

Reserve, Supplementary—*continued.* Para.
permanent staff, employment outside military duties ... 519
,, ,, liability to serve on 316
,, ,, postings to 317, 334
,, ,, qualifications for appointment ... 332, 333
,, ,, re-posting to regular forces 318, 319, 334
,, ,, reversion to regular unit 334
,, ,, routes for personnel posted to 1037
,, ,, selection for, by officer i/c records ... 337
,, ,, tours of duty 334
,, ,, transfers for service on 302
,, ,, vacancies, reliefs, &c. 337
precedence 875, 876
promotions, names submitted by G.O.C.-in-C. 40
R. Mon. R.E. to retain militia status and precedence ... 170
schools, courses, &c., attendance at 790
service, terms of 2
soldiers' records 59
Reserve, technical, not liable for service in Army 1
Reserve, Territorial Army, included in Army 1
Resignation—
definition of (footnote) 215
N.C.Os., of rank 272
officers, application in case of misconduct 218
,, interview with member of Army Council 219
,, not to enter service of foreign power on 216
,, notification in London Gazette 141
,, only Army Council may call for 217
,, quitting corps on 216
,, rank, when retained on 189
,, statements by C.O. and command, paymaster regarding claims, &c. 220
Respirators, Anti-Gas, when carried 964, 971
Retirement of officers—
abroad, when home on leave from 220
address to be notified 221
compulsory 216
definition of (footnote) 215
Gazette, notified in, before quitting corps 141
interview with member of Army Council 219
misconduct, application, owing to 218
only Army Council may call for 217
precedence on re-employment 191
quitting corps on 216
statements by C.O. and command paymaster regarding claims, &c. 220
Retreat—
compliments not paid by guards between retreat and reveille 909
guards to turn out at 1229
hour for 1217
Returns—
book for keeping copies 1605
colonial governors, to 29
disposal of on breaking up of command, &c. 1644
destruction of copies after 3 years 1605
disembarkation 1179
embarkation 1145, 1150, 1151, 1159, 1186
,, abroad for home 1172–1176, 1186
families of soldiers sent home 1163

Reports—*continued.* Para.
training, by inspectors 15
Re-posting—
after six years' service, officers 194, 195
,, ,, ,, soldiers 304, 305
from staff of T.A., Supplementary Reserve or depot 318, 319
Representation of the People Acts—
duties of officers i/c records 64
registration of military voters under ... ... App. VIII
Reprimand—
entry in conduct sheet of 1630
N.C.O. below rank of serjeant 565
power of C.O. to 558
Requisitions of Emergency—
signature 129
Reserve, Army—
absence, procedure in case of 461–468
,, reward for information as to absentee 483
address of reservist 359, 439, 469, 1596
allowances 480–482
calling out, competent military authority for posting and transfer 436
,, conveyance free 476, 477
,, methods of, on partial or general mobilization 446
,, Sections A, B and D 416, 432–436
,, subsistence and allowances 480–482
cavalry or R.A. soldier unfit for mounted duties 361
certificates as to working at trade 422
,, issued for period of mobilization 395
,, loss of 408, 484
,, reservist re-joining colours 393
children, birth certificates to be forwarded 470
civil employment, erasure from register of 452
,, ,, guide to 499
,, ,, recommendations as to obtaining 412–414
,, ,, responsibility for arrangements for 58, 117
,, power, called out in aid of 432
,, ,, convictions by, record of 443
colours, return to, conditions 487–489
command of reservists 61, 441
commanding officer, definition 441
composition, general 415
,, Section A 416
,, ,, B 420
,, ,, D 421
conduct sheet, entries in and maintenance 1630, 1637
court of inquiry, when subject to 742
decorations, not to be made away with 453
desertion 461, 467
discharge, age for, Section D 430
,, causes and special instructions 497
,, certificate of civil conviction 443
,, ,, of service 392
,, ,, ... 494, 495
,, certificates obtained from reservist, and disposal 492–495
,, competent officer to authorize and confirm ... 497
,, completion of 497
,, documents, disposal of, on 498
,, nominal rolls of men for 491

Routes— Para.
horses, conveyance of sick 1059
issue of, responsibility for 118
lost, copies not issued 1031
march, instructions when on line of 1049–1051
,, when employed 1017, 1053
recruiting purposes, for 1040
regimental, issue and use of 1037, 1038
returns of, monthly 1035, 1038
troops from two or more stations proceeding together ... 1029
use of 1028
warrant when route not issued... 1044
when required 1025
Royal Family—
guards mounted over, salutes 885, 905, 907, 912
honours to be paid by troops to ... 885, 888, 889, 891, 912
royal salutes of artillery to 917
standards of, when hoisted 914
Royalties—responsibility for questions regarding ... App. III
Rugs for cross-channel passages 1074

S

Saddlers and Saddletree-makers—soldiers qualified to fill vacancies 1469
Saddlery—
fitting of 1448, 1468
inspection by C.O. 1469
pack saddle instruction for infantry soldiers... ... App. XIV
removal during long journeys 1068
saddletrees stripped and fitted quarterly 1469
stirrup-irons to be roughed 1470
Safes containing secret documents, &c., guarding of 1576
St. Patrick's Day, shamrock in headdress on 947
Salutes—
acting appointments 893
air force officers, to 900, 901
armed parties, compliments by guards and sentries... 909, 912
,, ,, ,, on the march 898
artillery, ambassadors, &c. 920
,, anniversaries 917
,, colonial, special 926, 927
,, hours, &c., for firing 917, 928
,, list of, other than royal 919–927
,, royal 916, 917, 918
,, stations at home and abroad for firing 915
Auxiliary Forces, to officers of 901, 913
birthday of Sovereign, &c. 917
boats, in military 933
bugle and drum 888, 910
cadets, by 900
camp, inspection by member of Royal Family 891
colonial governors, &c.... ... ... 888, 892, 920
colours, troops with uncased 895
C.Os., of garrisons, camps, or stations 888
Crown, to the 888
field-marshals, &c. 888

Reserve, Army—*continued.* Para.
rations, quarters, &c., when called out for training 480, 482
re-engagement, Section A 418
,, ,, D, certificate as to working at trade 431
,, ,, ,, certificate of service issued ... 392
,, ,, ,, eligibility 363, 422
,, ,, ,, entry on certificate of service, &c. 427
,, ,, ,, further periods 430, 431
,, ,, ,, how carried out... ... 424, 425
,, ,, ,, medical examination 352
,, ,, ,, rank on 426
,, ,, ,, term of service 423
re-entry upon army service 487–489
regular forces, improper enlistment into 247, 455
,, ,, part of when called out 432
Regulations for, order by His Majesty authorizing... App. XXVI
rejoining colours 393
,, *reserve after absence* *468*
relegation to 599
reporting 439
residence overseas, permission 344, 457
reversion from Section A to Section B 418, 419
sea, leave to go to 458, 459
service, conditions of, Section A 416–418
,, periods not forfeited 485
,, reckoning for pension, &c. 486
,, terms of 2
strength, returns of 444
,, Section A 416
Supplementary Reserve liable to serve as part of 1
tradesmen, certificate required on enlistment, re-engagement, and annually 422, 431
training, certain reservists excused 434
,, failure to attend 466
,, individual notice of 446
,, liability to be called out for ... 433–435, 463
transfer to. [*See* **Transfer.**]
transfer to another corps 436
travelling expenses, &c. 476–479

Reserve of Officers—
seniority and precedence when on army service 191
Supplementary List, commissions in Household Cavalry and Foot Guards 143

Reserve, Supplementary—
adjutants, admission to staff colleges... 799
,, appointment, qualifications, &c. ... 153–158
appointments, names submitted by G.O.C.-in-C. 40
command and training of troops 22
discharge, certificate of service on 392
enlistment, irregular, from 599, 605–607
forms part of the Army 1
,, ,, ,, ,, Reserve 415
inspection in small arms, &c., training 91
mobilization arrangements, responsibility 56, 57
officers, grant of permanent commissions in Regular Army 143
,, holding Army rank 190
,, rank and precedence 170, 191
permanent staff, attachments 317
,, ,, composition 315

Returns—*continued.* Para.
General Annual Return of the Army 1586
general instructions 1584–1588
general service, men liable to 658
periodical, list of, and forms used ... ... App. XX
routes issued 1035, 1038
secret or confidential documents 1581
soldiers under sentence 658, 694
statistics, maintenance and rendering 1585, 1586
units moving between commands 1020
War Office, to, how addressed 1567
,, ,, periodical, list of ... 1584, 1586, App. XX
Reveille—
compliments not paid by guards between retreat and ... 909
guards to turn out at 1229
hour for 1217
no call sounded between tattoo and 1218
Revolvers, carrying of 952, 964
Rewards—
in the field 984
responsibility for ... ... App. III
Ribbons of medals, wearing of 994
Riding—
and driving training of infantry soldiers ... ... App. XIV
certificate of proficiency... ... ... 781, App. XII
Riding classes, officers 781, 782
Riding-schools—
floors of, kept in repair, responsibility 1266
inspection of, equitation officer attends 1267
Rifle—
qualifying courses for adjutants in 154
,, ,, ,, soldiers appointed to permanent staff, T.A. 332
stripping and cleaning, instruction for depot N.C.O. ... 321
Rifle Brigade, precedence 873, 874
Rifle Depot—O.C., powers of brigade commander 19
Rifle ranges, attendance of medical officer 1354
Riots. [*See also* **Civil Power.**]—
by troops, report of, by G.O.C.-in-C.... 45
definition 1243
employment of troops in suppression of 1238–1256
proclamation under the Riot Act, reading of... ... 1243, 1244
Rolls—
nominal, in embarkations 1168–1171
,, promotion, soldiers' 261, 265, 266
,, rendered to War Office ... ... App. XX
Roster of duties 1205–1216, 1222
Rounds, commanders of guards to go day and night 1228
Routes—
authority for movements 1025, 1028
baggage 1076, 1077
cross-channel 1074
cross references on 1029
descriptions of 1032
deserter 590–594, 1039
details to be inserted on 1030
district, issue and use of 1034–1036
general instructions as to 1025–1040
,, or headquarters, issue and use of 1033

Servants, soldier—*continued.*
selection of ... ... Para. 1538
servants' rooms, not to sleep in, or keep arms, &c., in ... 1323
Staff College, not to accompany officer to 1542
transfer, with officer, when permitted 1539, 1540
Service—
abroad, continuity, when not broken by return home ... 304
,, reckoning of 1623
,, tours of 1084
continuance beyond 21 years 222, 236–243
,, ,, ,, discharge after... ... 244, 245
continuity of, for purpose of re-posting 194, 304
depots, tours at 196–200
entries in documents 1621
exemplary, definition 548
extension of 222–230
,, ,, soldiers serving on special short service engagements 223
,, ,, special short extensions 230
,, ,, to complete periods of less than 12 years with the colours 224
,, ,, ,, 12 years with the colours... 225–229
forfeited, officer 555, 556
,, soldier 246, 247
,, ,, restoration 246, 248
former, reckoning of 248
,, soldier re-enlisting irregularly 598, 599
general, liability to 657, 658
liability for 1
medals, reckoning towards 997, 998, 1003
military history sheets, entries in 1622–1625
orders relating to soldiers' 1606
reckoning of towards limited engagement 248
record of officers' 1609
,, ,, soldiers' [*See also* Attestation.] 657, 1610–1619
,, ,, ,, mode of entering... 1621
,, ,, ,, on certificate of service 394
re-engagement (q.v.)
regiments, of, historical records 1640–1642
re-posting after 6 years' 194, 195, 304
reservist re-enlisting irregularly, rules as to... 247
statement of, entries in 1621
,, ,, for soldier being re-posted 305
terms of, where laid down 2
,, ,, variations in, on transfer 301
,, ,, ,, on selection for training as armourer ... 231
,, ,, ,, ,, ,, armament artificer 235
Service and Pay Book, Soldiers' (A.B. 64)—
alterations in, entered on duplicate attestation 1619
disposal of on transfer to reserve 365, 366
instructions regarding 1156–1193
Service Corps, Royal Army—
administration of ... ... App. III
barracks, inspection of stores 1276
books to be kept by ... 1597, 1598, App. XXIV, XXV
companies, designation of 1191
corps orders kept in guard books 1663
correspondence, &c., on services connected with 1573
depot (q.v.)

Ships—*continued.*
embarkation (q.v.) Para.
explosive articles, excluded from baggage 1138
families, embarkation of. [*See also* Embarkation.]
1095, 1096, 1106, 1152, 1157, 1162, 1163
fire (q.v.)
freight, definition of 1086
,, engagement of 1086
,, indulgence passages in not granted 1144
horses (q.v.)
infectious diseases on, procedure on arrival ... 1183, 1184
inspection of 1087, 1088
liquor, not to be taken 1137
matches and fuzees forbidden 1138
medical officer 1110
messing, payment for, by indulgence passengers 1143
methylated spirit forbidden 1138
military staff for 1109-1113
motor cars, private, in 1139
O.C. troops, warrant to convene court-martial 1091
officers (q.v.)
payments to soldiers, arrangements for 1165
returns, disembarkation 1179
,, embarkation. [*See* Embarkation.]
,, passengers arriving from abroad 1172-1176
rugs for cross-channel passages 1071
salutes, between ships and forts 925
,, in boats 933
,, presence of Sovereign or Royal Family 917
,, to quarter-deck when boarding 900
sentries, arrangements for 1112
soldiers under sentence 695-697
Sovereign or Royal Family on board, flags flown 917
touting for orders for clothes 1164
transports (q.v.).
units, change of, staff to take over duties 1113
wines, spirits, &c., not to be taken on board 1137
Shoe cases, when to be packed 953, 965
Shoeing horses—
by pioneers for officers 1427
examination daily by farrier-serjeant... 1463
inspection and responsibility 1162
pattern 1162
Shoemakers, correspondence relating to training, &c., of ... 1572
Shorthand, certificate of proficiency 873
Sick—
abroad, soldier arriving from, disposal 1181
active service, precedence of officer returning from hospital after sickness on 170
,, ,, reports as to 1593, 1594
attending medical inspection room 1415
barracks, &c., in, medical officer to visit 1559
duties in relation to 1313-1332
furlough, when on 1517-1521
sent to hospital, kit taken 1347
leave. [*See under* Leave.]
sick report, names to be entered on 1349
venereal patients from abroad, disposal 1181
Sierra Leone—O.C., *exercise of powers of G.O.C.-in-C.* ... 19

Smoking—
in forage stores, &c., forbidden ... ... Para. 1467
,, streets when on duty 945
Snow, removal of, from roofs of buildings... 1295
Soldier—
applications from, how submitted 1574
appointments held by, classification 255
arrest (q.v.).
associations, fêtes, &c., assistance at... ... ... 517, 520
books to be kept by ... ... 1597, App. XXIV
cleanliness of, responsibility of officer... 84
conduct sheets of 1630–1637
death of, report and procedure on 1590–1595
definition of term ... ... page xvi
education of, supervision by general staff branch 115
employed under Colonial government, conditions 290
employment sheet to be kept for 1638
enquiries for, by friends 1596
grievances brought to notice of inspecting officer 100
inoculation before proceeding overseas 1153
married 306–314
military information, communication or publication of 521, 522
missing on active service 1519
name, change of, after attestation 1624
number, army 1610, 1611
orders relating to pay, &c., to be read and explained... ... 1602
political activities 517
presents in money to, forbidden 510
private, disobeying orders 534
,, drunkenness, offence of 535
,, ,, simple, when tried for 575
,, misconduct of, officers to report 501
,, precedence of 259
,, quarters for 1330–1341
,, summary and minor punishments 560
proceedings against, limitation of time 548
promotion of 266–268, 271
registration as parliamentary elector ... ... App. VIII
relations with contractors, &c. 515
religious denomination, classification and changing of 1199, 1200
remanded from India Unattached List... 291
reposting after six years' service 304, 305
resisting authority of superiors... 534
services 1610–1621
superiors, praise or censure of, by, forbidden 510
temporary duty, attachment to troops... 1023
treatment of, by superiors 505
Soldier-servants. [*See* Servants.]
Soldiers under sentence—
abroad, civil prisons, not sent to 682
,, committal of, on arrival from 686
,, disposal of, on release at home 687
,, removal from one prison, &c., to another ... 699, 702
,, transfer home 684, 685
classification for disposal 680
clothing and equipment... 716
commitment, forms 674
,, rules for 680–683
,, temporary, of 717

Staff [*See also* Officers]—*continued.*
dress instructions ... ... Para.
duties of, at manœuvres 962, 964
,, at War Office 112
,, distribution of 115
,, in commands, districts, &c. 111, 112
,, on mobilization 111–129
general staff branch channels of communication ... 114
,, ,, ,, duties of ... ... App. II
,, ,, libraries ... ... 112–116, App. XV
,, qualifications for appointment 846–849
,, training of 107
India, appointment to ... ... App. III
,, ,, vacation of when regiments leave ... 105
leave of absence 108
officer accompanying inspecting officer ... 1479, 1480
officer, general, to assist C.O. in instruction of officers ... 96
orders, preparation and signing of 78
organization of 113
personal, appointment and qualification 104
,, completion of employment on 159–161
qualifications for 161
reports, confidential, on 107
reversion to regimental duty ... ... App. XXIII
selection for 106
selection of officers for, responsibility 106
servants allowed ... ... App. III
,, qualifications for appointment 1537, 1540
staff officer to accompany G.O.C. on inspections ... 107
tenure of appointments 96
tours, supervision 106
Staff Colleges— 116
Camberley, students ... ... App. XXIII
,, course of instruction, period of 796
,, certificates required for candidates ... App. XII
,, graduation at exempts from examination for promotion 854
,, officers attached for training while at 804
,, officers eligible for attend 794, 797, 799
,, qualifications for admission to exempts from subject (*d*) 854
,, regulations for 795
colonial officers, admission of 796
examination, application to attend 800
,, boards of 801
,, for admission to 795, 798–802
,, results, publication of 801
general staff, vacancies on, filled from... 107
leave of absence not granted to study for 1481
object of 794
p.s.c. in Army List 794
,, exemption of officer holding, from examination ... 854
preparation of officers for, supervision of 116
Quetta, confidential reports on students ... ... App. XXIII
,, graduation at exempts from examination for promotion 854
,, officer due for removal from Indian establishment 802
,, officers eligible... ... ... 794, 797, 799
,, regulations for 795

Para.
Signal Training Centre, confidential reports on officers at App. XXIII
Signalling—
instruction in, officers of cavalry 86
instructors, numbers to be maintained in each unit 768
signallers, numbers to be maintained in units 769
Signals, Royal Corps of—
administration of ... ... App. III
Army numbers allotted to ... ... App. XVIII
books kept by ... ... 1597, 1598, App. XXIV, XXV
Chief Signal Officer—
command and training of troops 22, 68
duties 68
powers of brigade commander 19
representative officer on corps questions 68
to visit Signal Training Centre 756
confidential reports on officers ... ... App. XXIII
depot (q.v.)
divisional signals, duties of O.C. 69
,, ,, Os.C. to visit Signal Training Centre ... 756
inspection of 89, 102
lieutenant-colonel, exemption from garrison duties, &c. ... 1214
officers of, power of command 173
precedence in Army 875
standing orders, &c. 1601, 1603
subjects of promotion examinations in ... ... App. X
transfer to, soldiers 296–299, 302, 303
units, designation of 1193
Signals, School of—
objects 842
qualifying course for permanent staff, T.A., &c. 332
Signature—
official letters and documents 1564, 1570
soldiers' pay sheets 1189
Sister, examination for promotion to matron ... 869, App. XI
Sites for buildings, boards on 1302, 1303, 1307
Sketches, military—
considered to be public property 771
field, instructions for training in 770
permission to make 771
Sleeping out of barracks 311, 312
Small Arms, provision, inspection, &c., responsibility for ... ... App. III
Small Arms and Machine Gun Schools, Corps of, transfers to and from 296–303
Small Arms Committee, administration of ... App. III
Small Arms School—
army numbers allotted to ... ... App. XVIII
commandant, duties 91
composition of 837
object 838
officers commissioned from the ranks 840
,, qualifications for attendance 839
,, ,, ,, equivalent 839
qualifying courses, definition of ... ... 154, App. X
,, ,, for adjutants 154
,, ,, ,, permanent staff T.A 332
Small-book, soldiers'. [*See* **Service and Pay Book.**]

Stores—*continued.*
provision, maintenance, &c. ... ... Para. 136, App. III
purchase of, at public sales 516
quartermaster's responsibility 1190
responsibility for 72, 73, 1187–1192
ships, on board, shipment, arrangements for 1086
,, ,, ,, responsibility for 1090
Strangers, admission of, into barracks 1312
Stretcher bearers, training, organization, &c., of ... 777–780
Subaltern officers—
encouraged to qualify as adjutant 79
proficiency of, standard required 86
regimental duties, superintendance of... 1221
responsibility for sections, platoons, &c. 1193
Subscriptions—
bands, regimental 1366
for testimonials, prohibited 510
mess, officers' ... ... 13[illegible]–1407
regimental benefit societies 1555
Sudan, tours of service in 1084
Sundays—
admission to detention barracks not permitted on 721
charges not disposed of on 542
inspections and parades to be avoided on 85
punishment drill not carried out on 569
Superior Officer—
definition of 617
offences against 619
,, mode of dealing with, by 616
Superiors, praise or censure of, forbidden 510
Supplementary Reserve. [*See* **Reserve, Supplementary.**]
Supplies—
commanding officer responsible for 73
correspondence with supply reserve depot 1572
deterioration of 128
duties of R.A.S.C. 133
loss of, &c. 737–739
officer i/c, notice of movements to 1020
provision, issue, &c., responsibility for ... ... App. III
quartermaster's responsibility for 1190
responsibility for, in barracks 1311
soldiers' messing 1412
Surrender, displaying token of, in presence of enemy... ... 620
Surveyor of Works, temporary commissions as, on mobilization ... ... App. XVI
Suspension, officer, from duty 513
Swimming—
bathing parades for instruction in 772
certificates in 773
list and test of swimmers 774
prevention of accidents 773
Swords and scabbards, when worn 961, 964, 968
Syllabus of promotion examination subjects ... ... App. X

T

Tailors—
boys enlisted for training as 249
,, transferred from bandsmen, &c. 250

Soldiers under sentence—*continued.* Para.
committing, &c., authorities, power of 675
conduct sheets, entries in 1630
court, removal to be brought before a... 693
disposal of on disembarkation 1181, 1184
documents to accompany on commitment 689
draft, accompanying 694, 698
,, escort for, when included in 698
embarkation of 694–696
equipment taken with 716
escort for 692, 693
hours for arrival at or release from detention barrack, &c.... 690
medical examination before committal 688, 723
medical observation 662
money, accounting for 1203
money, &c., to be taken from, before committal 722
offences by, limit of punishment 653
,, trial at once 554
private property, disposal of 1202
release, day of, exempt from duty on 708
,, forms 674
,, on disembarkation abroad 696
,, on embarkation 694–696
,, returned to unit... 713
remission of punishment. [*See* **Remission.**]
removal of 674, 691–703
returns of, liable to general service 658
,, removed for embarkation 694, 696
rules for classification and committal of 680–683
ship, retention in custody while on 695–697
transfer of, forms 674
unit, removal with 691, 699, 700
witness, when required as, procedure 692
Solicitor, employment on behalf of public ... ... App. VIII
Sovereign, The—
birthday, &c., of, salute on occasion of 917
flags on board ship which indicate the presence of 917
guards mounted over, salutes by 907
honours and salutes to 888
royal salute of guns to 917
Royal Standard ... ... 915, 917, App. VII
Spirits—
in barrack rooms, forbidden 528
on board ship, not to be taken 1137
Sports, funds, audit of 75
Spurs, when worn 962, 964, 971
Stables—
inspection of 103, 1267
,, not on Sundays 85
management of, course of training for infantry soldiers App. XIV
remount officers to have access to 1436
stablemen, &c., offences of 692
wood-soled shoes, wearing of 970
Staff [*See also* **Officers**]—
appointments to, general instructions... ... ... 105, 108
certificate as to suitability for employment on ... App. XII
civilian, control of ... ... App. XII
composition and distribution 14
disposal on completion of tenure 128

Territorial Army—*continued.*
Para.
included in the Army 1
inspection in small arms, &c., training 91
inspection of 13, 16, 91
military engineering, instruction in 831
officers, confidential reports on ... ... App. XXIII
,, grant of permanent commission in Regular Army 143
,, holding army rank 190
permanent staff, attachment to 317
,, ,, composition of 315
,, ,, employment outside military duties ... 519
,, ,, good conduct medal, recommendations ... 1002
,, ,, liability to serve on... 316
,, ,, numbers and ranks allowed 335
,, ,, posting to 315–317, 334
,, ,, qualifications for appointment ... 332, 333
,, ,, quarters, allotment of 1334, 1339
,, ,, regimental routes for 1037
,, ,, reliefs 337
,, ,, re-posting to regular unit 318, 319, 334
,, ,, returns of soldiers qualified for 336
,, ,, reverting to regular unit 334
,, ,, selections for, made by officer i/c records... 337
,, ,, tour of duty 334
,, ,, transfer for service on 302
,, ,, vacancies, filling of 337
precedence of corps 875, 876
,, ,, officers 170, 190
promotions, names submitted by G.O.C.-in-C. 40
records of soldiers, responsibility for 59
regular forces, attachment to 790
regular officers employed with, confidential reports on App. XXIII
R.A.O.C. School of Instruction, officers trained at... ... 808
schools, courses, &c., attendance at 790
small arms, inspection of units 91
stretcher bearers, certificates 780
training, supervision of... ... ... 22, 54
Territorial Army County Associations—
administration of business affecting ... ... App. I, III
administration of Territorial Army in hands of 6
Territorial Army Reserve, included in the Army 1
Testament, New, and Douai Testament, issue of 1536
Testimonials—
not to be forwarded with applications... 511
to superiors, &c., forbidden 510
Theft—
from a comrade, how dealt with 621
stoppages for 655
Time-expired Men—
sent home, disposal of 341, 1181
Titles, regimental—
responsibility for questions connected with... ... App. III
Tolls, exemptions from 1051, 1134
Tours of service abroad 1084
Tower, Warder of, applications for appointment ... App. XVII
Trade, officers and soldiers not to engage in 516
Trades—
sons of soldiers, instruction in... 1419
classification of men by... 1426

Transfer—*continued.*
Para.
officers joining new unit, date of 205
,, leave, cancelled by 1475
,, notification in *London Gazette* 141
,, to A.E.C. 208
,, to R.A.O.C. and R.A.P.C. 207
,, to R.A.S.C. 206
permanent staff of T.A. or Supplementary Reserve, for service on 302
probation, on 296–298
procedure in arranging 294
qualifications for 303
re-engagement, for 234, 302
reserve, to, abroad, soldier arriving home, disposal ... 1181
,, ,, ,, soldier remaining abroad 340
,, ,, ,, soldier to be brought home 341
,, ,, address of reservist to be reported ... 357, 359
,, ,, army service, on expiration of ...339–341, 369
,, ,, authorization 345, 367–369
,, ,, ,, definition of brigade commander 367
,, ,, before completion of service 338
,, ,, ,, ,, ,, with soldier's consent 369
,, ,, carrying out 345, 368, 369
,, ,, causes of, and special instructions 369
,, ,, cavalry or R.A. soldier unfit for mounted duties 361
,, ,, certificates on 358, 360, 392–410
,, ,, ,, ,, detailed instructions for preparation 394
,, ,, ,, ,, in testimonial form ... 400, 401
,, ,, ,, ,, lost 408
,, ,, ,, ,, tampered with 409
,, ,, ,, ,, type for various classes... ... 392
,, ,, civilian clothing and disposal of uniform ... 354
,, ,, civil employment, how to obtain ... 411–414
,, ,, claims, unsettled, of soldier on 350
,, ,, C.O., definition for purposes of 368
,, ,, competent officers for 367–369
,, ,, confirmation 345, 369, 371
,, ,, conveyance of soldier on 386
,, ,, date of 439
,, ,, documents, disposal of 341, 357, 364–366, 1627, 1638, 1639
,, ,, ,, given to soldiers on ... 357, 360
,, ,, ,, missing, procedure 349
,, ,, ,, to accompany soldier sent home for 1166, 1167
,, ,, embarkation arrangements 1161
,, ,, for base or garrison service 352
,, ,, *furlough before* 343, 355, 1516
,, ,, identity discs, disposal 365, 366
,, ,, illness, temporary, detained in hospital 347, 348, 360
,, ,, instructions to soldiers before leaving the colours 358
,, ,, medical examination 352
,, ,, medically unfit 347, 348
,, ,, nominal rolls of men sent home for ... 1170, 1171
,, ,, payment of balances due 356
,, ,, plain clothes, where obtained 1164

Tailors—*continued.* Para
correspondence relating to training, &c., of 1572
workshops, funds 1428
,, supervision of 1420
Tank Corps, Royal—
adjutant, assistant, appointment and duties... 152
,, qualifying courses for 150
administration of ... ... App. III
armed party, officer to accompany 1021
army numbers allotted to ... ... App. XVIII
band subscriptions 1366
books kept by ... ... 1597, 1598, App. XXIV, XXV
companies, division and numbering of 1193
depot (q.v.)
inspection of 89, 102
lieutenant-colonel exempt from garrison duties 1214
officers, power of command 173
,, proficiency required 86
precedence in Army 875
salutes by... 898
subjects of promotion examinations in ... ... App. X
transfers to and from 302, 303
Tank Corps, Royal, Central Schools—
adjutant to qualify at 150, 154
confidential reports on staff ... ... App. XXIII
courses at 813
qualification at, for T.A., &c., permanent staff 332
Tanks and cisterns, cleaning of 1292
Tanks and track vehicles—
conveyance of, escort for 1082
provision, inspection, &c., responsibility for ... App. III
Target-practice, attendance of medical officers at 1354
Tattoo—
bugle calls not permitted after 1218
guards to turn out at 1229
hour for 1217
Technical reserve, not liable for service 1
Telegrams, notifying casualties 1591–1593
Temporary duty—
officers and men, billeting of 1052
,, ,, to be attached to troops during 1023
Territorial Army—
adjutant, admission to Staff College 799
,, appointment, qualifications, &c. 153–158
,, exemption from occupying quarters 1326
administration of 6
air defence formations, advisory visits 93
air defence troops, training 22
appointments, names submitted by G.O.C.-in-C. 40
armoured car companies, training 22
artillery, supervision of training 22
brigades, recommendations to command ... ... App. XXIII
coast defence, command and training 22
command, exercise of 22, 54
commissions in, names submitted by G.O.C.-in-C. ... 40
disembodiment or discharge, certificates issued on 392
electric lighting courses 818
enlistment and organization, terms of 2
hygiene, instruction in 829

Trial—
dispensation from, C.O. not to award punishment after ... Para. 611
,, ,, desertion or fraudulent enlistment ... 608
,, ,, form for use 611
,, ,, forms of confession 609
,, ,, notification to previous corps 613
,, ,, record of, how kept 612
exemption from, on charge of fraudulent enlistment ... 548
not to be delayed by want of documents 648
Trinkets forbidden outside uniforms 951
Troop freight-ship. [*See* Ships.].
Trooping of the Colour 883, 889
Troops—
attending military funeral ... ... App. XXI
movement of, during peace, abroad 1083–1186
,, ,, ,, at home... 1017–1082
Trucks and wagons, loading of 1069–1073, 1078
Trumpet sounds—
authorized books of 1363
prohibited between tattoo and reveille 1218
Trumpeter—
boys enlisted for training as 249, 250, 252–254
serjeant, training of, and soldiers qualified as ... 1370, 1371
Trumpets, grants for, and supply of 1362

U

Umpires, selection, &c., responsibility for ... ... App. XV
Uniform. [*See* also Dress.]
articles not worn by officer under arrest 525
disposal of on transfer or discharge 354
emblems and ornaments, permission to wear 947
Indian Army Departments 958
mourning, when in 955
orders of dress 964, 971
sealed patterns, not to be deviated from 944
wearing of, always when on duty 948
,, ,, at fancy dress balls 960
,, ,, foreign countries, in 957, 1509
,, ,, on board ship 958
,, ,, retired officers, &c. 958
,, ,, watch chains and trinkets not to be visible ... 951
,, ,, when on leave from abroad 957
Union Jack—
distinguishing marks for Army Council and G.Os. C. ... 929
ships, when flown on 929
stations authorized for hoisting ... ... 914, App. VII
United Kingdom, legal proceedings, in, regulations ... App. VIII
Units—
abroad, soldiers arriving from, C.O. of 62
baggage, conveyance of... 1076
books to be kept by ... ... 1598, App. XXV
command of when away from headquarters 24
,, ,, ,, employed together... 179
definition of term ... ... page xvi, 1457
designation, record of alteration in 1641
efficiency of, testing 94

Veterinary Corps, Royal Army—*continued.* Para.
officers, veterinary hospital, attendance at 1267
,, instruction at veterinary school 844
,, leave, to attend course of instruction 1491
,, orderlies for sick horses placed under 1457
,, power of command 174
,, services of farrier, &c., at disposal of 1456
services of, special application for 1459
,, subjects of promotion examinations in ... App. X
precedence of 875
sections, designation of... 1193
stables, &c., access to 1455
standing orders, &c. 1601, 1603
transfers to and from 296–303
Veterinary School, Royal Army—
objects of 844
Viceroys—
colours, lowered to 885
guards and sentries mounted over 907, 912
royal salutes to 888
Victoria Cross 995, 996
Victories, artillery salutes on occasion of... 927
Visits—
advisory, to artillery formations, camps, &c. 90
official, between Navy, Army and Air Force... ... 902, 903
Vocational Training—
Centres, Army, confidential reports on staff ... ... App. XXIII
,, ,, object of 826
responsibility for ... ... App. III
Volleys, at military funerals ... ... App. XXI
Voters, Military, duties of officers i/c records 64
Voyages—
homeward, special instructions for 1160–1186
outward, specials instructions for 1147–1159

W

Wagons. [*See* **Vehicles.**]—
Walking out, dress for 971
War—
organization and establishment for 3
preparation and training of Army for... ... ... 115, 116
War Department—
constabulary 730, 1224
lands, administration of business affecting ... ... App. I
legal actions against ... ... App. VIII
stores, conveyance of 1081, 1082
vessels and boats, flags and salutes 930, 933
Warder of the Tower, applications for appointment ... App. XVII
War Office—
appeal against decision of officer i/c records sent to 63
Army Council (q.v.).
correspondence with 1567–1570
defence schemes, principles to be approved 37
duties connected with administration at ... ... App. III
duties of officers of services and departments... 130
general staff branch 115
heads of departments 9–11

Transfer—*continued.* Para.
reserve, to, premature 342
,, ,, proceedings on 341, 343, 371
,, ,, publication in orders 371
,, ,, reservists to report themselves on 439
,, ,, residence overseas... 344
,, ,, soldier detached from unit 343
,, ,, stages in carrying out 345
,, ,, travelling warrants, when not granted... ... 1048
,, ,, while in hospital 343, 348, 360
,, ,, while under sentence 343, 346, 360
,, ,, will returned to soldier 360
reversion to the ranks on 303
service under 3 months, and over 3 months 302
,, variations in conditions of, on 301
soldiers 292–303
special 302
travelling expenses, when not entitled 302
warrant officer 295, 302

Transport—
baggage 1076
charges, powers of O.C., R.A.S.C. ... ... App. IV
correspondence, &c., relating to, to whom addressed ... 1573
duties of R.A.S.C. 133
hired, not to be used when military available 1081
regimental duties, training, &c. ... ... 1435, App. XIV
sea, provision of 1086
services, administration of ... ... App. III
stores, War Department 1081

Transports [*See also* **Ships**]—
baggage (q.v.)
cabins, allotment of 1087, 1092, 1093
crews, medical inspection of 1089
definition of 1086
dogs and hounds on board 1116, 1117
engagement of, responsibility 1086
indulgence passages in 1140–1143
infectious diseases 1183, 1184
inspection of 1087, 1088
invalided families to be sent home on 1162
O.C. troops, warrant to convene court-martial 1091
officers required for duty 1109–1113
staff sent on board in advance 1109
stores placed on board before embarkation... 1090

Travelling warrants—
army warrant books, custody of 1043
,, ,, list and use of 1042
cross references on 1047
discharge or transfer to reserve, when not granted ... 1048
escorts for War Department stores 1082
for soldiers on furlough to rejoin 1507, 1511
issue of, on behalf of another unit 1046
,, ,, responsibility of issuer as to route 1045
preparation and issue 1047
use, when no route issued 1044
when issued 1041

Treason, &c., notice read to troops 509
Trespassing, G.O.C.-in-C. to prevent 43

Warrant officers—*continued*. Para.
registration for temporary commissions as quartermasters, &c., on mobilization ... ... App. XVI
removal from appointments 273–275
re-posting after 6 years' service 304, 305
,, from depot, &c.... ... ... 318, 319
reproof of, in public 506
resignation and reversion to previous rank 272
salutes by and to 264
summary punishment 546, 616
temporary duty, attachment to troops 1023
transfer 295, 302, 303
Watch-chains forbidden outside uniform... 951
Watch-coats for sentries, charge of 1237
Water—
fittings not to be altered... 1284
scale of consumption in barracks, &c.... 1310
water-bottles 961, 972
West African Frontier Force, course at Senior Officers' School 834
West African Regiment, precedence of 875
West Coast of Africa—
discharge of men enlisted on 387
service on, and embarkation, periods... ... ... 1084, 1085
,, reckoning of 1501
,, ,, towards good conduct medal ... 998
special furlough after service on 1513
,, leave after service on 1501
West Indies, service in and embarkation, periods 1084
Wheelers, employed in ordnance workshops 1434
Whiskers, wearing of 949
Whistles, when carried 963
White Flag, display of, before enemy 620
Widows, disposal of, on arrival from abroad 1181
Wills—
officers' 1593
soldiers' 360, 1197 1198, 1590, 1593–1595
Windows, barrack, opening... 1291
Windsor, Military Knight of ... ... App. XVII
Wines and spirits—
forbidden in barrack rooms 528
,, on board ship 1137
Winter—
encamping troops in the United Kingdom in... 1553
Witness—
expert, officer or soldier subpœnaed as 525
court-martial, attendance at, from a distance 637
soldier under sentence appearing as 692
Wives of soldiers. [*See also* Families.]—
abroad, when not allowed to proceed 1152
claiming discharge of husbands... 370
deprived of benefits of married roll for misconduct 313
desertion, discharge for... 370
filling up of vacancies in married roll 310
intended, passages for 1149
invalid, soldiers to accompany... 1181
support of, soldiers' pay withheld 372
Woolwich, Riding Establishment, training in equitation ... 816
"Word," the (parole), to be given by governors of colonies, &c. 28

1923.	1928.	1923.	1928.	1923.	1928.
98	86	153	143	194	Deleted
99	87	154	144	195	193
100	88	155	145	196	194
101	89	156	146	197	195
102	Deleted	157	147	198–204	196–200
103	91	158	148	205	201
104	94	158A	149	206	Deleted
105	95	159	150	207	202
106	96	160	151	208	203
107	97	161	152	209	204
108	98	162	153	210	205
109	99	163	154	211	Deleted
110	100	164	155	212	206, 209
111	101	165	153 (part)	212A	207
112	102	166	156	212B	208
113	103	167	Deleted	213–220	210–214, App. XXIII
115	104	168	157		
116	106	169	158	221	215
117	107	170	Deleted	222	216
118	108	171	159	222A	217
119	109	172	160	223	218
120	110	173	161	224	219
121	Deleted	173A	162	225	220
122	111	173B	165	226	221
123	112	173C	166	226A	222
124	113	173D	163	227	223
125	114	—	164	228	224
126	105, 115	173E	167	229	225
127	116	173F	168	230	226
128	117	173G	169	231	227
129	118	174	170	231A	228
130	119	175	171	231B	229
130A	120	176	172	231C	230
131	121	176A	173	232	231
132	Deleted	176B	174	232A	232
133	122	176C	175	232B	233
134	123	176D	176	232C	234
135	124	176E	177	232D	Deleted
136	125	177	178	232E	235
137	126	178	179	233	236
138	127	179	180	233A	237
139	128	180	181	234	238
139A	129	181	182	234A	239
140	130	182	183	234B	240
141	131	183	Deleted	234C	241
142	132	184	184	234D	242
143	133	185	185	234E	243
144	134	186	186	235	244
145	135	187	187	236	245
146	136	187A		237	246
147	137	188	188	238	247
148	138	189	Deleted	239	248
149	139	190	189	240	249
150	140	191	190	241	250
151	141	192	191	242	251
152	142	193	192	243	252

1923.	1928.	1923.	1928.	1923.	1928.
400	415	451	466	498	511
401	416	452	467	499	512
402	417	453	468	500	513
403	418	454	469	501	514
404	419	455	470	502	515
405	420	456	471	503	516
406	{421	457	472	504	Deleted
	{422	458	473	505	517
407	Deleted	459	474	506	518
407A	423	460	475	507	519
408	424	461	476	508	520
409	425	462	477	509	522
410	426	463	478	510	521
411	427	464	479	511	523
412	428	465	480	512	524
413	429	466	481	513	531
414	430	467	482	514	526
415	431	468	483	515	563
416	432	469	Transferred	516	564
417	433		to Pay	517	527
418	434		Warrant,	518	528
419	435		1926	519	509
420	436	470	Transferred	520	529
421	437		to Financial	*521–539	,533–541
422	438		Instructions,	540	542
423	439		1924	541	544
424	440	471	484	542	545
425	441	472	485	543	547
426	442	473	486	544	549
427	443	474	487	545	546
428	444	475	488	546	550
429	445	476	489	547	548
430	446	477	490	548	551
431	447	478	491	549	552
432	448	479	492	550	553
433	449	480	493	551	554
434	450	481	494	552	555
435	451	482	495	553	556
436	452	483	496	553A	557
437	453	484	497	554	{558
438	454	485	498		{560
439	455	486	499	555	561
440	456	487	500	556	566
441	457	488	503	557	568
442	Deleted	489	502	558	577
443	458	490	504	559	569
444	459	491	505	560	559
445	460	492	506	561	562
446	461	493	508	562	565
447	462	494	501	563	567
448	463	495	507	564	583
449	464	496	530	565	570
450	465	497	510	566	571

* As these paras. have been entirely re-drafted the identity of the original paras. 521–539 has, in the main, been lost.

1923.	1928.	1923.	1928.	1923.	1928.
733	739	789	790	843	781
734	742	790	Deleted	844	782
735	741	791	791	845	846
736	743	792	792	846	847
737	734	793	811	847	848
738	735	—	812	848	849
739–744	744–751	794	813	849	850
745	752	795	814	850	851
746	753	796	Deleted	851	852
747	754	797		852	853
748	755	798	815	853	854
749	756	799	816	854	855
749A	757	800	817	855	856
749B	758	801	Deleted	856	857
749C	759	802	818	857	858
749D	760	803	90	858	859
750	761	804	819	859	860
751	762		820	860	861
752	763	805	821	861	862
753	764	806	822	862	863
754	765	807	Deleted	863	Deleted
755	768	808	766	864	
756	769	808A	767	865	864
757	Deleted	809	823	866	865
758	770	810	824	867	866
759	771	811	825	868	867
760	772		826	869	868
761	773	—	827	870	869
762	774	—	828	871	870
763	793	812	829	872	871
764	794	813	830	873	872
765	795	814	831	874	873
766	796	—	832	875	874
767	797	815	833	876	875
768	798	816	834	877	876
769	799	817	Deleted	878	877
770	800	818	835	879	878
771	801	819	836	880	879
772	802	820–827	837–841	880A	880
773	803	828	842	881	881
774	804	829		881A	882
776	805	830	Deleted	882	883
777	806	831	843	883	884
778	807	831A	844	884	885
779	Deleted	832	845	885	886
780		833	Deleted	886	887
781	808	834	775	887	1552
	809	835	776	888	984
782	810	836	777	889	888
783	783	837	778	890	Deleted
784	784	838	779	—	889
—	785	839	780	891	890
785	786	840	Deleted	892	Deleted
786	787	841		893	891
787	788	842		894	892
788	789				Deleted

1923.	1928.	1923.	1928.	1923.	1928.
244	253	295	307	352	359
245	254	296	308	353	360
246	255	297	309	354	361
247	256	298	310	355	362
248	257	299	311	356	363
248A	258	300	312	357	364
248B	259	301	313	358	365
249	260	302	314	359	366
250	261	303	315	360	367
251	262	304	316	361	368
252	263	305	317	362	369
253	264	306	318	363	370
253A	265	307	319	364	371
254	266	308	320	365	372
255	267	309	321	366	373
256	268	309A	322	367	374
257	269	310	323–325	368	375
258	270	311	Deleted	369	376
259	271	312	326	370	377
260	Deleted	313	327	371	378
260A	272	315	328	372	379
261	273	316	329	373	380
262	274	317	330	374	381
263	275	317A	331	375	382
264	276	317B	Deleted	376	383
265	277	317C	332	377	384
266	278	317D	333	378	385
267	279	318–325	334	379	386
268	280	326	335	380	387
269	281	327	336	381	388
269A	282	328	337	382	389
270	283	329	Deleted	—	390
271	284	330	338	383	391
272	285	331	339	384	392
273	286	332	340	384A	393
274	287	333	341	385	394
275	288	334	342	386	395
276	289	334A	343	387	396
277	290	335	344	388	397
278	291	335A	345	389	398
279	292	336	346	390	399
280	293	337	347	391	400
281	294	338	348	392	401
282	295	339	349	393	402
283	296	340	350	394	403
284	297	341	351	394A	404
285	298	342	352	394B	405
286	299	343	353	394C	406
287	300	344	354	394D	407
288	301	345	355	394E	408
289	302	346	356	394F	409
290	303	347	357	394G	410
291	304	348	358	395	411
292	305	349		396	412
293	306	350		397	413
294		351		398	414
295					
296					
297					
298					
299					
300					
301					
302					
303					
304					
305					
306					

1923.	1928.
1053	1057
1054	1058
1055	1059
1056	1060
1057	1061
1058	1062
1059	1063
1060	1064
1061	1065
1062	1066
1063	1067
1064	1068
1065	1069
1066	1070
1067	1071
1068	1072
1069	1073
1070	1074
1071	1075
1072	1076
1073	1077
1074	1078
1075	1079
1076	1080
1077	1081
1077A	1082
—	1083
1078*	1086
1079	1091
—	1092
1080	1084
1080A	1085
1081	1086 (part)
1082	1087
1083	1088 1089
1084	1088
1085	Voyage Regulations
1086	1090
1087 1088	Voyage Regulations
1089	1098
1090	1161 1175 (part)
1091	1153
1092	1103 1104
1093	1099
1094	1105
1095	1100
1096	1149

1923.	1928.
1097	1145 1159 1186
1098	1171
1099	1151
1100	1168
1101	1170
1102	1168 1169
1103 1104	Voyage Regulations
1105	1166
1106	1167
1107	1134
1108	1116
—	1117
1109	1146 1148 1155 1156 1180
1110	Deleted
1111	1172 1175 (part)
1112	1173 1174
1113	1176
1114	Deleted
1115	Voyage Regulations
1116	1164
1117	1165
1118	1093
1119 1120	Voyage Regulations
1121	—
1122	Voyage Regulations
1123	1136
1124 1125	Voyage Regulations
1126	1109 1111 1112
1127	Voyage Regulations
1128 1129	1096 1097
1130	
1131	
1132 1133 1134 1135	Transferred to Voyage Regulations

1923.	1928.
1136	1137
1137 1138 1139 1140 1141 1142 1143 1144 1145	Transferred to Voyage Regulations
1146	Voyage Regulations
1147	1106
1148	1152
1149	1157
1150	1107
1151	1108
1152	1095
1153	1163
1154	1162
1155	1118 (part) 1120 (part) 1122 1124 (part)
1156	1138
1157	1119
1158	1121 (part)
1159	1121 (part)
1160	Deleted
1161	Voyage Regulations
1162	1127 1128 1131 1132 (part) 1133
1163	1126 (part) 1127 (part) 1129 1132 (part)
1164	1125 (part)
1165	1135
1166	1130
1167 1168 1169 1170 1171 1172 1173 1174 1175 1176	Transferred to Voyage Regulations

* As Part 2 of Section XI has been entirely recast and portions transferred to Voyage Regulations, the identity of the original paragraphs 1078–1255 has, in many instances, been lost.

1923.	1928.	1923.	1928.	1923.	1928.
567	572	623	626	677	685
568	573	624	627	678	686
569	574	625	628	679	687
570	575	626	629	680	688
571	576	627	631	681	689
572	578	628	632	682	Deleted
573	579	629	633	683	690
574	580	630	636	684	691
575	581	631	637	685	692
576	582	632	638	686	693
577	584	633	639	687	694
578	585	634	640	688	695
579	586	635	641	689	696
580	587	636	645	690	697
581	588	637	643	691	698
582	589	638	644	692	699
583	598	639	642	693	700
584	599	640	646	694	701
585	613	641	647	695	702
586	600	642	650	696	703
587	602	643	649	697	704
588	601	644	651	698	705
589	603	645	652	699	706
590	604	646	653	700	707
591	605	647	654	701	708
592	606	648	655	703	709
593	607	649	656	704	710
594	590	650	659	705	711
595	591	—	660	706	712
596	592	651	661	707	713
597	593	652	662	708	714
598	594	653	663	709	715
599	595	654	664	710	716
600	596	655	665	711	717
601	597	656	666	712	718
602	608	657	667	713	719
603	609	658	668	714	720
604	610	659	669	715	721
605	611	660	670	716	722
606	612	661	671	717	723
607	614	662	672	718	Deleted
608	615	663	657	719	724
609	616	664	658	720	725
610	617	665	532	721	726
611	618	665A	673	722	727
612	634	666	674	723	728
613	648	667	675	724	729
614	619	668	676	725	
615	620	669	677	—	730
616	621	670	678	726	731
617	622	671	679	727	732
618	635	672	680	728	733
619	623	673	681	729	736
620	624	674	682	730	737
621	630	675	683	731	740
622	625	676	684	732	738

1923.	1928.	1923.	1928.	1923.	1928.
1345	1275	1402	1329	1456	1383
1346	1276	1403	1330	1457	1384
1347	1277	1404	1331	1458	1385
1348	1278	1405	1332	1459	1386
1349	1279	1406	1333	1459A	1387
1350	1280	1407	Deleted	1460	1388
1351	1281	1408	1334	1461	1389
1352	1282	1409	1335	1462	1390
1353	1283	1410	1336	1463	1391
1354	1284	1411	1337	1464	1392
1355	1285	1412	1338	1465	1393
1356	1286	1413	1339	1466	1394
1357	1287	1414	1340	1467	1395
1358	1288	1415	1341	1468	1396
1359	1289	1416	Deleted	1469	1397
1360	1290	1417	1342	1470	1398
1361	1291	1418	1343	1471	1399
1362	1292	1419	1344	1472	1400
1363	1293	1420	1345	1473	1401
1364	1294	1421	1346	1474	1402
1365	1295	1422	1347	1475	1403
1366	1296	1423	1348	1476	1404
1367	1297	1424	1349	1477	1405
1368	1298	1425	1350	1478	1406
1369	1299	1426	1351	1479	1407
1370	1300	1427	1352	1480	1408
1371	1301	1428	1353	1481	1409
1372	1302	1429	1354	1482	1410
1373	1303	1430	1355	1483	1411
1374	1304	1431	1356	1484	1412
1375	1305	1432	1357	1485	1413
1376	1306	1433	1358	1486	1414
1377	1307	1434	1359	1487	1415
1378	1308	1435	1360	1488	1416
1379	1309	1436	1361	1489	1417
1380	1310	1437	1362	1490	1418
1381	1311	1438	1363	1491	1419
1382	1312	1439	1364	1492	1420
1383	1313	1440	1365	1493	1421
1384	1314	1441	1366	1494	Deleted
1385	1315	1442	1367	1495	1422
1386	1316	1443	1368	1496	1423
1387	1317	1444	1369	1497	1424
1389	1318	1445	1370	1498	1425
1390	1319	1445A	1371	1499	1426
1391	1320	1446	1372	1500	1427
1392	1321	1447	1373	1501	1428
1393	Deleted	1448	1374	1502	1429
1394	1322	1449	1375	1503	1430
1395	1323	1450	1376	1504	1431
1396	1324	1451	1377	1505	1432
1397	1325	1451A	1378	1506	1433
1398	1326	1452	1379	1507	1434
1399	1327	1453	1380	1508	1435
1400	Deleted	1454	1381	1509	1436
1401	1328	1455	1382	1510	1437

1923.	1928.	1923.	1928.	1923.	1928.
1677	1604	1703	1631	APPENDICES	
1678	1605	1704	1632	I	I
1679	1606	1705	1633	II	II
1680	1607	1706	1628	III	III
1681	1608	1707	1634	IV	IV
1682	1609	1708	1635	V	V
1683	1610	1709	1636	VI	VI
1684	1611	1710	1637	VII	VII
1685	1612	1711	1638	VIII	VIII
1686	1613	1712	1639	IX	IX
1687	1614	1713	1640	X	X
1688	1615	1714	1641	XI	XI
1689	1616	1715	1642	XII	XII
1690	1617	1716	1643	XII*a*	XIII
1691	1618	1717	1644	XIII	XIV
1692	1619	1718	1645	XIV	XV
1693	1620	1719	1646	XV	XVI
1694	1621	1720	1647	XVI	XVII
1695	1622	1721	1648	XVII	XVIII
1696	1623	—	1649	XVIII	IX
1697	1624	1722	1650	XIX	XX
1698	1625	1723	1651	XX	XXVI
1699	1626	1724	1652	XXI	XXI
1700	1627	1725	1653	XXII	XXII
1701	1629	1726	1654	—	XXIII
1702	1630			—	XXIV
				—	XXV

LONDON:
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE
To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:
Adastral House, Kingsway, London, W.C.2; 120, George Street, Edinburgh;
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff;
15, Donegall Square West, Belfast;
or through any Bookseller.

1928

Price 1*d. net.*

Printed under the authority of HIS MAJESTY'S STATIONERY OFFICE
by William Clowes & Sons, Ltd., London and Beccles.

6033) Wt. 3764—8724/250. 40,000. 7/28. W. C. & S., Ltd. Gp. 310.

ARMY COLLEGE, LTD.

Heath End, Farnham, Surrey.

(Within half-a-mile of the Cavalry Barracks, Aldershot).

Military Department:

Mr. COURTENAY WELCH,

ASSISTED BY EXPERIENCED MILITARY INSTRUCTORS,

PREPARES OFFICERS OF THE REGULAR AND TERRITORIAL ARMY—EITHER ORALLY OR BY CORRESPONDENCE — IN ALL SUBJECTS REQUIRED for the PROMOTION EXAMINATIONS

Between 1904 and 1927 (excluding the years 1914 to 1923, when the Military Department was closed) 173 Officers passed from the Army College in the Practical Examination and 421 in subjects (*b*) and (*d*). Of the latter nearly two-thirds took the Correspondence Course, which is specially designed to meet the case of Officers serving abroad.

PERMANENT COMMISSIONS IN THE REGULAR ARMY FOR OFFICERS OF THE TERRITORIAL ARMY AND SUPPLEMENTARY RESERVE.

The following places have already been taken by Candidates sent up from the Army College:—

1924: First. 1925: First, Second, Fifth. 1926: Fourth, Sixth, Seventh, Eighth, Eleventh. 1927: First, Second, Fifth (twice), Seventh, Eighth, Tenth.

Literary Department:

PREPARATION FOR WOOLWICH, SANDHURST, AIR FORCE, NAVY (Direct Entry) and SCHOOL CERTIFICATE.

Woolwich Entrance Examination, 1914-1927	-	**58 passed**
Sandhurst, 1914-1927 - - -	-	**129 „**
School Certificate, 1925-1927 - -	-	**28 „**

1923.	1928.	1923.	1928.	1923.	1928.
1511	1438	1567	1493	1622	1549
1512	1439	1568	1494	1623	1550
1513	1440	1569	1495	1623A	1551
1514	1441	1570	1496	1626	1553
1515	1442	1571	1497	1627	1554
1516	1443	1572	1498	1628	1555
1517	1444	1573	1499	1629	1556
1518	1445	1574	1501	1630	1557
1519	1446	1575	1500	1631	1558
1520	1447	1576	1502	1631A	1559
1521	1448	1577	1503	1632	1560
1522	1449	1578	1504	1633	1561
1523	1450	1579	1505	1634	1562
1524	1451	1580	1506	1635	1563
1525	1452	1581	1507	1636	1564
1526	1453	1582	1508	1637	1565
1527	1454	1583	1509	1638	1566
1528	1455	1584	1510	1639	1567
1529	1456	1585	1511	1640	1568
1530	1457	1586	1512	1641	1569
1531	1458	1587	1513	1642	1570
1532	1459	1587A	1514	1643	1571
1533	1460	1588	1515	1644	1572
1534	1461	1589	1516	1645	1573
1535	1462	1590	1517	1646	1574
1536	1463	1591	1518	1647	1575
1537	1464	1592	1519	1648	1576
1538	1465	1593	1520	—	1577
1539	1466	1594	1521	1649	1578
1540	1467	1595	1522	1650	1579
1541	1468	1596	1523	1651	1580
1542	1469	1597	1524	1652	1581
1543	1470	1598	1525	1653	1582
1544	Deleted	1599	1526	1654	1583
1545	1471	1600	1527	1655	1584
1546	1472	1601	1528	1656	1585
1547	1473	1602	1529	1657	1586
1548	1474	1603	1530	1658	1587
1549	1475	1604	1531	1659	1588
1550	1476	1605	1532	1660	1589
1551	1477	1606	1533	1661	1590
1552	1478	1607	1534	1662	1591
1553	1479	1608	1535	1663	1592
1554	1480	1609	1536	1665	1593
1555	1481	1610	1537	1666	1594
1556	1482	1611	1538	1667	1595
1557	1483	1612	1539	1668	1596
1558	1484	1613	1540	1669	1597 and App. XXIV
1559	1485	1614	1541		
1560	1486	1615	1542	1671	1598 and App. XXV
1561	1487	1616	1543		
1562	1488	1617	1544	1672	1599
1563	1489	1618	1545	1673	1600
1564	1490	1619	1546	1674	1601
1565	1491	1620	1547	1675	1602
1566	1492	1621	1548	1676	1603

Para.

Working parties—
- authority for and indents ... 1259
- classified as duties ... 1206
- detailing of ... 1258
- fatigue duties (q.v.).
- meals ... 1264
- N.C.Os. required to superintend ... 1261
- officer in technical charge ... 1263
- officers required to superintend ... 1261

Working pay—
- issue of ... 1260
- constructional, responsibility for ... App. III

Workshops, regimental—
- accounts of ... 1421
- charge of ... 1420
- formation of ... 1418
- fund ... 1421
- ,, apportionment of ... 1429
- ,, audit of ... 75, 1421
- instruction given in ... 1418
- pioneer ... 1422–1429
- private work ... 1427, 1429
- soldiers to be encouraged to use ... 1426
- sons of soldiers instructed in ... 1419
- supervision of ... 1420
- tailors' ... 1420
- work, payments for, deduction for expenses ... 1428

Wounds, precedence of officer returning from half-pay on account of ... 170

Y

Yeomanry—
- adjutant, qualifying courses in machine guns ... 154
- command and training of ... 22
- permanent staff, qualifications for ... 332

Yeoman of the Guard, appointment as ... App. XVII

Printed under the authority of His Majesty's Stationery Office, by Wyman and Sons, Ltd., Fetter Lane, London, E.C. 4.